

Illinois Central College

Open Session of the Regular Meeting of the Board of Trustees Minutes

February 21, 2019, 5:00 p.m.

ICC East Peoria Campus, Founders Room (211A)

At 5:01 PM, Chair Thetford called the regular meeting to order and asked Trustee Lamb to lead the audience in the Pledge of Allegiance. Chair Thetford asked the secretary to call the roll and Carl Cannon, Kelly Daniels, Paula Davis, Student Trustee Elaina Sassine, Diane Lamb, and Gale Thetford were present. Absent: Frank Mackaman. Attending via phone: Trustee Everett, Dr. Quirk-Bailey

Trustee Davis moved to allow Trustee Everett to participate by phone due to illness. Trustee Daniels seconded the motion. Chair Thetford requested a roll call vote to approve Trustee Everett attending the meeting remotely due to illness and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Student Trustee Elaina Sassine, Diane Lamb, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: Frank Mackaman. Trustee Everett abstained from the vote. The motion passed.

Recognition

Chair Thetford invited Dr. Emmanuel Awuah to share a report on the Culinary Arts Program. Dr. Awuah invited Julie Howar, Dean of Business, Legal, and Information Systems, to speak.

Julie Howar stated that the Hospitality Association hosts Winterfest each February, when all the best chefs in the region come together to compete and celebrate the success of the hospitality industry as a whole. ICC is clearly recognized as the leader in culinary arts in this region. Area high schools continually approach the Culinary Arts program to develop dual-credit programming for their school. Dean Howar invited Chef Charles to speak.

Chef Charles stated the Culinary Arts program recently was nominated for the Best in the Midwest award. ICC’s program, in the running with three other area programs, took home the first-place award for the second year in a row.

The Chefs Association in Central Illinois awards a “Chef of the Year” and a “Student Chef of the Year”. This year all four “Chef of the Year” award nominees were either graduates of the program or faculty. Nominated were Chef Charles and Chef Keith, ICC faculty, and Student Alumni, Chef Golda, OSF, and Chef Amy, Butch’s Pizza. Chef Charles was pleased to say the past president of the Culinary Arts program, Chef Golda, won “Chef of the Year”. For “Student Chef of the Year” there were six nominees. Chef Charles was pleased to say those nominees were either all current ICC students or recent graduates of the program. Chef Elijah Pulley, a second-year student doing

an internship at the Union League Club in Chicago, won “Student Chef of the Year”. Chef Charles thanked the Board and the College for all the support through the years.

Trustee Cannon asked if the Culinary Arts program is associated with Woodruff Career and Technical Center of Peoria Public Schools, a two-time winner of the state championship, and what the pipeline for the program looks like.

Dean Howar stated students in the Woodruff program earn six credit hours in culinary arts at ICC if they complete the two-year Woodruff program. Currently, the program is in talks with the Galesburg Career Center about a dual credit program, as they had with Bloomington in the past. Spoon River’s program is a partial certificate program, so their students complete the program at ICC. Word is getting around about the strong Culinary Arts program here at ICC.

Dr. Awuah also recognized the Livestock Judging Program. This is a team of 13 students that have been working with faculty members, Grant Grebner and Blake Lehman, to compete at the local, state, and national levels. Dr. Awuah invited Grant Grebner and Blake Lehman to speak.

Professor Grebner stated that some of the sophomore team has joined them here at the Board of Trustees meeting. There are a total of 20 students on the Livestock Judging team (7 sophomores and 13 freshmen). Grant stated he wanted to brag about the sophomore team with regards to their academic standing, which is first and foremost in our program. The 7 sophomore students have a cumulative GPA of 3.414 and have completed 62.3 hours over three semesters.

Professor Grebner wanted to compliment these young people for their ability to be our best recruiters. This past fall and spring, the program has had 31 prospective students from all over the country visit to learn about ICC’s program. The scope of this program has become very national. The student success over the past 10 years is a great testimony to the direction and trajectory of the program. Professor Grebner invited Professor Lehman to speak about the specifics of this program.

Professor Lehman stated he wanted to speak of the performance of the students this spring. From a competition standpoint, the team likes to go out and practice on the weekends and has been to two contests this spring and several this past fall. The team has had a really good performance and was recently at the Iowa Beef Expo in Des Moines, Iowa. The sophomore team was actually the high team at the contest, which is very impressive. In mid-January, the team competed at the National Western in Denver, Colorado. This is one of four national contests where all the teams in the country compete, and ICC finished third, which is the best that ICC has ever done.

The team was invited to share their names, where they are from, where they plan to finish their degree, and what their major will be:

- Cody Goodman, Renselaer, Indiana, plans on returning home to Purdue University and major in Business.
- Bailey DeGroat, Lima, Ohio, plans to transfer to Iowa State University and major in Veterinary Medicine.

- Zach Walmsley, Renselaer, Indiana, is majoring in Meat Science and plans to transfer to Texas Tech. and major in Food Science.
- Baxter Knapp, Bloomfield, Iowa, plans to transfer to Iowa State University and major in Animal Science with a minor in Agriculture Business.
- Austin Garner, Oxford, Ohio, plans to transfer to Iowa State University and major in Animal Science.

Professor Lehman stated that Austin Garner was the High Individual at the Iowa Beef Expo and also won a contest in fall at the National Barrow Show held in Austin, Minnesota. Austin has done a very good job this year.

Chair Thetford thanked them and recognized all their hard work.

Hearing of Citizens—No comments from citizens.

Conflict of Interest—none

Consent Agenda

Chair Thetford entertained a motion to remove items from the consent agenda: the welding equipment recommendation, the customer relationship software RFP, the Haas tool room lathes and mini mills recommendation, the vertical milling machine, and precision lathe recommendation. They are on the agenda for action items. In addition, the lease for production equipment in the print center is being removed to allow trustees to ask questions or gain additional information not provided in the Board packet. Trustee Davis moved to remove those items as outlined. Trustee Daniels seconded the motion. Chair Thetford entertained a motion to approve the other items in the Consent Agenda, including Minutes of the Open Session of the Regular Monthly Meeting on January 17, 2019 and the minutes of the Closed Session of the Regular Monthly Meeting on January 17, 2019; Personnel Recommendations; Purchase Recommendations; and Monthly Bills for January 17, 2019. Trustee Cannon moved to accept those items and Trustee Daniels seconded the motion.

Chair Thetford requested a roll call vote to approve the Consent Agenda, and the following Trustees responded “Aye”: Paula Davis, Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: Frank Mackaman. The motion passed.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on January 17, 2019, Minutes of the Closed Session of the Regular Monthly Meeting on January 17, 2019.

Personnel

New Hires

- Jaleesha Allen: Coordinator Pre-Apprenticeship – Workforce Development
- Kristin Evans : Lead Coordinator – Human Resources
- Aric Faulkner: Program Director – TRiO Student Support

Change of Status

- Justin Baldwin: From: Micro Support Technician – Desktop and Media Services
To: Infrastructure Support Analyst – Network Operations
- Wesley Kilper: From: Network Support Technician – Network Operations
Infrastructure To: Support Analyst – Network Operations
- Sheena Weatherington: From: Adjunct Faculty – Health Careers To: Temporary FT
Faculty – Health Careers

Separations

- Pamela Hilliard: Business Solutions Consultant – Corporate and Community Education

Retirements

- Brenda Ostrowski: College Ambassador – Marketing
- Pamala Smith: Specialist I – Financial Assistance
- Carrie Wolf: Advisor – Financial Assistance

Purchase Report

Auxiliary Service

- MOTORCYCLES FOR MOTORCYCLE SAFETY PROGRAM - \$108,810.00

Bills Including Conference and Meeting Expenses

- Education Fund—\$3,020,649.47
- Operations and Maintenance Fund—\$505,122.52
- Operations and Maintenance Fund Restricted—\$76,583.66
- Bond and Interest Fund—\$528.74
- Auxiliary Fund—\$557,042.50
- Restricted Fund—\$514,744.05
- Audit Fund—\$2,555.99
- Liability, Protection, and Settlement Fund—\$292,212.18

Chair Thetford advised the only item removed that will not be presented as an action item is the lease for production equipment in the print center. In reviewing this matter, a number of RFP requests were sent. Ultimately, the recommendation of the staff was to give the contract to Konika Minolta Corporate. Chair Thetford asked for additional information on the other bids with respect to how the final decision was derived. Kim Armstrong, Vice President of Marketing, was invited to speak.

Ms. Armstrong stated she worked with Ted Lane, the manager of Document Services as well as Molly Walker, head of Purchasing. RFPs were sent to 12 companies and 3 companies responded. Marcora Konika Minolta, dealer, Minolta, Konika Minolta Corporate, and RK Dixon. RK Dixon failed to meet the bid specs, so it came down to the dealer and direct manufacturer. The manufacturer came in \$35,000 less annually than the dealer. This contract will be a net savings to the college of \$100,000 annually with the new lease. In the RFP, a challenge was given to our business partners to provide recommendations based upon the volume and current workload. Ted Lane and the creative services team got creative on how to repurpose equipment already owned. These things were taken into consideration in an effort to provide a more efficient shop.

Chair Thetford entertained a motion to approve this purchase recommendation. Trustee Davis moved to approve the lease for production in the equipment center. Trustee Daniels seconded the motion.

Chair Thetford requested a roll call vote to approve the Consent Agenda, and the following Trustees responded "Aye": Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis, "Nay": None. Absent: Frank Mackaman. The motion passed.

Board of Trustees Chair Reports

Announcements - Chair Thetford announced that there is a Board of Trustees Retreat at the Peoria Campus on February 23, 2019.

ICCTA Report - Chair Thetford stated she was presented with an opportunity to apply for the ICCTA Equity and Diversity award. On the Board's behalf, a letter was drafted and signed by Chair Thetford. This is one of the benefits of belonging to the ICCTA.

Chair Thetford will provide a full report on the National Legislative Summit at the Board Retreat. Chair Thetford stated that President Quirk-Bailey made us very proud in speaking to a number of key individuals including Representative Bustos and Representative LaHood. Chair Thetford and Dr. Quirk-Bailey both had really great one-on-one meetings with both representatives and a lot of information was shared. They also participated in group meetings with Senator Durbin and Senator Duckworth along with representatives from other community colleges in Illinois. Discussion included the desire to expand Pell grants to students looking at short-term certificates and opportunities. All of the individuals were very supportive of the expansion of the Pell grant opportunities and also including incarcerated individuals. There are a number of states participating in studies using Pell grants for incarcerated individuals. These individuals are

achieving associate degrees. These states are showing that individuals participating in these programs are showing less than a 10% recidivism rate once they are released from prison, which is in stark contrast to the recidivism rate for the rest of the country.

Another important note is that research has shown an individuals that attain an associate degree earn at least \$400,000 more over the course of their lifetime. Individuals that obtain a bachelor degree earn \$1 million more over the course of their lifetime. One of the representatives from another college said that “Our job is not to make our students ready for college but to make our college ready for students”. Chair Thetford thought this was a powerful quote to keep in mind.

Legislative Report – Trustee Daniels provided the following report:

- **Gov. Pritzker gave his first budget address on Wednesday (February 20, 2019) to the General Assembly.** Of note in the address:
 - Proposed a FY20 budget with reprioritized and controlled spending, targeting increases in three key areas he hopes will grow our state: Education, Health and Human Services, and Public Safety.
 - Proposed new revenue from legalizing adult use of cannabis and the legalization and taxation of sports betting.
 - Said that, for fiscal and economic health, we must start with a sustained effort to restore and improve our educational system - from a march toward universal preschool to a focus on reversing the “damage done to higher education by the budget impasse.”
 - “College affordability is paramount.”
 - Proposed 5% increase for public universities and community colleges
 - Proposed \$50M increase in the MAP to help more than 15,000 additional low- and moderate-income students attend college next year
 - Proposed \$35M for the second-year costs of the AIM HIGH merit scholarship to keep high-achieving students in Illinois
- **Gov. Pritzker signed a bill to raise the State’s minimum wage to \$15 an hour by 2025 on Tuesday, Feb. 20, 2019.** Some business groups have come out in support of the measure, while small, independent business owners are concerned. The measure will include six minimum wage increases over five year. The first increase will be Jan. 1, 2020 to \$9.25, and then to \$10 on July 1, 2020. From there, it will increase \$1 per year until it reaches \$15 an hour.
- **ICCTA’s National Legislative Summit** – Dr. Quirk-Bailey and Trustee Gale Thetford visited Washington, D.C., for the summit on February 12 and met with Rep. Bustos, Sen. Duckworth, Sen. Durbin, and Rep. LaHood.

Student Trustee Report

Student Trustee Elaina Sassine stated this month has been full of events from start to finish. Students could partake in a variety of fun and informational experiences. From fundraisers to social gatherings, there is something for everyone.

- The Bass Fishing Club sold candles, apparel, and food on February 1 to raise money for their club.
- The International Club celebrated Chinese Lunar New Year on February 7. Students could learn more about the Year of the Pig at the information table while enjoying refreshments.
- Speaker Bryant Smith came to discuss diversity with students through CAB and Harvesting Dreams February 7.
- CAB had a Valentine's Day event on February 13. Students were able to participate in a photo booth, stuff-a-plush, decorate your own cookie, punch and name rings.
- The Horticulture Club sold flowers for Valentine's Day on February 14.
- CRU handed out free bibles to students on February 21.
- The Pre-Health had a bake sale for the St. Baldrick's event February 19-20. They will host a healthcare panel on February 26. Experts will talk about the current healthcare system and answer any audience questions.

President's Report

Bruce Budde, Executive Vice President of Administration and Finance, asked to have a moment of silence to honor the life of Randy Simmons, who died on Tuesday February 19. Randy was a native of West Peoria and attended Manual High school and Bradley University. He devoted his life to education, serving as principal at Peoria High and most recently at Peoria Notre Dame. He was recently named "Distinguished Principal for 2018-2019" by the Peoria Diocese. Randy will be remembered as a person passionate about his students and the Peoria community. A moment of silence was observed at 5:37 p.m.

Mr. Budde highlighted the report given by Mayor Jim Ardis at the Annual Peoria Area Chamber of Commerce State of the City Address on February 7 at the Peoria Civic Center. Dr. Sheila Quirk-Bailey, along with Eureka College President Dr. Jamel Santa Cruze Wright, received the Mayor's Outstanding Community Service Award. This award is really reflective of the commitment they have together as two very significant leaders in Education One in the community, the Eureka Promise, and the collaboration between the two institutions. Dr. Santa Cruze Wright has been a wonderful partner to the college and this recognition and validates the efforts that Dr. Quirk-Bailey has put forth in the community.

Chair Thetford stated that it is important to have Dr. Quirk-Bailey in attendance at the conference in California but also important for her to be a part of the meetings here so we may look at moving the Board meeting next year to accommodate Dr. Quirk-Bailey's schedule. This can be discussed as the 2020 calendar is developed.

Student Success Report

Bruce Budde provided a student success report for Reece Watters – Truck Driver Training Program.

February of each year is CTE Month around the state; programs related to career and technical development are celebrated and recognized. This month, Truck Driver Training Program student Reece Watters is featured on the ICC website. Here is her story and how she is realizing her goals through this program.

Reece served from 2005 to 2012 in the Army, including 15 months in Iraq, where she drove as an 88M Motor Transport Operator. Seven years later, she is back behind the wheel, getting retrained and certified through the Truck Driver Training Program and looking forward to the next phase of her life. Riding in large convoys brought its own dangers, but the positive impact of her military training and experience is that it is starting to carry over after her seven-year break. Reece says her military training taught her to be aware of her surroundings and be cautious of anything on all sides of her vehicle. Reece says safety is the number one thing stressed in class, and it was a familiar focus in the army as well.

In addition, Reece credits the comradery of the classroom atmosphere for her success in the program. As Reece relates, the students talk, laugh, and joke around, but more importantly, they are serious about learning and supporting each other as a team. The small class size, attention to detail, and the down-to-earth instructors complete what Reece calls “a pretty good gang going on”.

To further quote Reece, “Even if you’re down, the instructors pick you right back up and make you feel better. If I’ve got questions, they’re going to help me find the answer. I know I’m going to come out of here with confidence and get a certificate in the class and get my CDL to start a new chapter.” With grants from the Veterans Affairs office, Reece’s only expenditure out-of-pocket was gas money for the commute and her food. With demand for truck drivers at an all-time high, Reece is more than ready to take on her new career now that she has completed her training. We wish her all the best!

Mr. Budde shared the recognition for the Women’s Basketball Team currently holding the number one spot in the nation in Division II. It is an amazing accomplishment. Coach Redeker is a tremendous role model. There will be a recognition event at the March 2 basketball game and Representative Bustos will be attending as well. The game will be free for all ICC staff and students. Cancer survivors will also be recognized at this event.

On Valentine’s Day the Executive Cabinet participated in a cocoa delivery to all staff and faculty at all three campuses. It was a great opportunity to say thank you and for the cabinet to talk with everyone! This will be something that we will continue in the future.

Treasurer’s Report

Mr. Budde highlighted that college's financial position and operations are tracking consistently with the budget as noted in prior meetings. The State funding is slowing down. We have not had any indication that funding will not be forthcoming. The primary concern is the negative variance in tuition based upon enrollment declines. The expenditure side is still maintaining positive variances in all categories offsetting the lower tuition revenue. ICC should end the year with a surplus of approximately \$1 million.

Trustee Davis stated that, in light of past benefit struggles, we need to be cognizant of the fact that things can change at any given time. Mr. Budde stated that some of that is being influenced by some of the changes made with pricing and contribution levels.

Trustee Cannon asked, with regards to the recent change in minimum wage, if we have forecasted that out. Mr. Budde stated yes. There is a direct impact for those that get the increase and a ripple impact back through the organization. The immediate first-year impact is approximately \$33,000. Because this wage is stepped in, it is something that we can manage and work with. It is also a factor in our compensation study that will be reviewed and discussed more at the Board Retreat.

Chair Thetford moved to entertain a motion to accept and approve the Treasurer's report for January 2019. Trustee Cannon moved to approve the January Treasurer's Report as presented, and Trustee Davis seconded the motion.

Chair Thetford requested a roll call vote. The following Trustees responded "Aye": Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, and Student Trustee Elaina Sassine. "Nay": None. Absent: Frank Mackaman. The motion passed.

Informational Items

6.1 Spring 2019 Enrollment Update

Chair Thetford invited Trustee Daniels to speak, who deferred to David Cook, Beth McClain, and Kim Armstrong.

Mr. Cook provided a look at enrollment characteristics and reminded the Board that Wednesday, January 31, was the spring census date, where we take a snapshot of enrollment activity to make comparisons over a wide array of data points. This is typically the twelfth full day of enrollment, and that data is then indexed and stored in the data warehouse and rolled up through our business intelligence environment to provide an information platform for discussion. Mr. Cook presented the data statistics on spring enrollment and contributing factors.

Chair Thetford asked if we determine who the comparison peer group is. Mr. Cook stated that those are long-standing legitimacy groups that the ICCB has defined. Peer group 4 is defined as downstate, urbanized areas with Rock Valley included.

Trustee Lamb asked if the head count represents people taking one class, dual credit, and full-time/part-time students. Mr. Cook stated it includes any single student who is pursuing for-credit courses. It does not include noncredit courses.

Discussion continued on the data statistics and trends seen in the spring enrollment.

Trustee Cannon asked for clarification regarding the retention statistic for the African-American students that is reporting ten percent down. Is that linked to part-time students? Mr. Cook said he does not have the stat in hand but can have something ready on Saturday at the Board retreat.

Trustee Lamb asked for clarification as to what the units of numbers are on the slide deck page being reviewed. Mr. Cook stated those are credit hours delivered online as dual credit hours.

At 6:06 p.m. Trustee Cannon stepped out of the meeting.

Beth McClain, Dean of Enrollment Management, provided a report on enrollment initiatives and a look ahead for the future. Along with evening college launched in the fall, ICC launched seven additional programs in evening format and is also offering programs with a spring start rather than relying solely on a fall start and making students wait until August to start with ICC. We contracted with a vendor to hold student focus groups, and that report was given to the student services deans and faculty. A subgroup met to lay out action items to tackle in the next several years. There are fifteen initiatives ranging from short term to long term. Discussion followed on a customer relationship management (CRM) software proposal that will provide a more streamlined onboarding for our students and provide a systematic approach to monitor students from application to securing enrollment. Discussion was also held on strategic enrollment management. Dean McClain and Ms. Armstrong are working to implement a three-year plan including developing initiatives with measured outcomes that will be presented next month.

Trustee Lamb noted they are putting together a three-year plan rather than a one-year plan and asked if there will be a future report. Dean McClain confirmed that all the initiatives will have measures of success which will be reported out on.

Trustee Davis stated that being nimble in this market is a huge challenge and inquired as to what other data points are received; have employers been asked what their two-year staffing will be? Dean McClain deferred to Dr. Awuah, who stated that this information is typically received from the Chamber of Commerce and our representative gets us this real time data as the companies provide those reports on the spot. Partnerships with advisory committee boards also provide data and industry strategies. Dr. Rita Ali stated that ICC works closely with the Economic Development Council (EDC). Chris Setti, CEO of the EDC, and Dr. Quirk-Bailey both serve on that counsel and are a great source of data.

Kim Armstrong provided a report on a new social media campaign that was implemented this spring with the consultant group, Claris. The result of this campaign was that 105 of the targeted potential students enrolled at ICC. As this was first test, there is no data to compare with. What is important to note is that, for less than a \$1,700 investment, a 3700% ROI was achieved based

upon a 6 credit hour average. This strategy will be included in the marketing plan for fall enrollment for students in both the traditional and adult markets.

Chair Thetford stated that the first question Rep. LaHood asked in our meeting is how ICC is doing with enrollment. Enrollment is an issue for many community colleges. The ROI is impressive and is a strategy that is important to continue. Ms. Armstrong stated that the goal at this point is to remain flat with enrollment and feels that expanding this marketing campaign will result in retaining even more students than in the past.

Trustee Daniels stated that OSF plans to have new headquarters downtown with an expected 700 employees either being relocated or coming to the area and asked if any outreach has been done to see what those demographics are so we can do targeted marketing? Ms. Armstrong stated that there has not been any specific marketing on that but noted that Dr. Ali recently shared that the Health Careers program has had 200 more applicants this year than in the past. Targeted messaging was implemented and ICC has been receiving inquiries based upon that marketing. Trustee Davis stated this targeted marketing is a wonderful example of meeting students where they are.

Trustee Lamb asked, with 200 more applicants than before, how many seats does that program have? Can we accommodate that student increase in the program? Ms. Armstrong stated she is not qualified to answer that; however, there are several programs that can accommodate a student enrollment increase. Dr. Ali stated that some of the areas are limited based upon clinical placements.

Chair Thetford thanked Ms. Armstrong and her team, on behalf of the Board, for the incredible work they have done on behalf of the College in a short period of time. These initiatives are showing promise.

6.2 Affirmative Action Plan

Chair Thetford invited Trustee Daniels to present the Affirmative Action Plan and she deferred to Dr. Ali, who stated that the timeline for the plan has been changed. The data is normally collected on the fiscal year cycle. Due to the timeline that it takes to work with the data, the report is not finalized until October. This plan will run from July 1, 2018 all the way to December 31, 2019. Moving forward starting January 1, 2020, this report will then be on a calendar year.

This Affirmative Action Plan enable us to see what the organization looks like from a demographic standpoint. This is a joint effort between the Diversity office, Human Resources, and Berkshire Associates (ICC's consultant). Dr. Ali shared highlights of the report and noted that the Board will receive an electronic copy of the full plan in about a week.

Dr. Ali stated that ICC received the Lumina grant for \$25,000. ICC was one of 19 colleges out of 312 applicants to receive a grant for racial justice and equity. As part of the grant, ICC is to host the Peoria Summit on Racial Justice and Equity. The summit will be held on March 21-22, 2019, at the Performing Arts Center. Dr. Ali provided additional details on the summit.

Action Items

7.1 Reappointment of Auditor

Trustee Davis moved to approve the re-appointment of Clifton Larson Allen LLP to perform audit services for the College for fiscal year 2019. The motion was seconded by Trustee Daniels.

Chair Thetford requested a roll call vote. The following Trustees responded “Aye”: Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Elaina Sassine, and Diane Lamb. “Nay”: None. Absent: Frank Mackaman. The motion passed.

Chair Thetford stated that Trustee Mackaman informed her that his event is running long, and he will not attend the board meeting.

7.2 Customer Relationships Management Software (CRM)

Trustee Daniels moved to approve the TargetX customer relationship management (CRM) software. This motion was seconded by Trustee Davis. Rodney San Jose, Director of Admissions, was invited to the podium to speak.

Mr. San Jose stated that it is his recommendation that ICC purchase the CRM. Mr. San Jose noted the committee involved in the decision-making process outlined the features that are important in a CRM from a user perspective and that the software needed to be usable as a campus-wide resource. Mr. San Jose outlined the current state on how data is collected for decision making and how this CRM will improve this process. He discussed the reasons why TargetX was chosen as the CRM software, the costs associated with it, and an overview of implementation.

Chair Thetford welcomed Mr. San Jose and asked about his background. Mr. San Jose provided an overview of his background.

Chair Thetford noted that the initial outlay is \$115,000 with ongoing expenses at \$86,000 annually. Looking at the RFP, is ICC bound to a period of time? Mr. San Jose stated this is a one-year contract with an opportunity to renew. Those details are still being worked out. Currently, we are proposing to enter into a one-year initial investment. Mr. Budde stated they will work through contract details after the purchase approval is given.

Chair Thetford asked if Mr. San Jose has used this product in his past work experience. Mr. San Jose stated he has not but has used others. Chair Thetford asked, from a cost standpoint, how this program compare to others. Mr. San Jose stated this price is less than a program he purchased five years ago. Chair Thetford asked what set this program apart from others that he has used. Mr. San Jose stated that the most important elements of a CRM was to make sure the CRM would integrate with our student information systems, would work campus wide, has

features that will help us in terms of automation and communication, and that the software has been proven in a two-year community college environment.

Trustee Lamb asked if they bring in people to train the staff. Mr. San Jose stated that training is part of the implementation. Trustee Lamb asked if Mr. San Jose has determined which staff will get the 15 unlimited and 50 starter licenses. Mr. San Jose stated there will be a project manager on both sides that will help to coordinate that need. There is an outline of who the heavy users will be and the general users who will not need to make changes in the system.

Trustee Daniels stated that CRMs are very good when implemented correctly. She asked what the potential land mines are of this deal and what commitment the faculty and staff has made to ensure this software is a success?

Mr. San Jose stated that training will be the most important factor to success - making sure people who will use the system daily are trained, and we have the commitment from the Workforce Development Office already. It will also be important to train offices that will work directly with students. From the faculty standpoint, we will provide training once the secondary applications are on the system.

Trustee Daniels asked if Enrollment Services, Advising, or Faculty has given support for this. Mr. San Jose stated the committee was made up of Academics, Enrollment Services, Testing, Advising, Workforce Development, and Enterprise Systems.

Chair Thetford asked if he anticipates a need for student training. Mr. San Jose stated no. The student portal is very user friendly. It is very comparable to what they are used to using.

Ms. Armstrong stated that one of the things the team was very cognizant of was defining the processes that needed to be defined to give ICC the measures needed to make educated decisions on how to move forward. The team not only had cross-functional support but defined processes that would be the success of this program.

Chair Thetford requested a roll call vote. The following Trustees responded “Aye”: Gale Thetford, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Elaina Sassine, and Diane Lamb. “Nay”: None. Absent: Frank Mackaman, Carl Cannon. The motion passed.

Dr. Quirk-Baily gave accolades to the team who worked on the CRM. In the past, these decisions were very silo’d based upon a given need. The level of rigor, definition of process, and definition of functionality that was required across the institution in order to serve and track these students is quite impressive and has never been delivered to this same level at ICC.

7.3 AIT Equipment Purchase: CNC & Welding

Trustee Davis moved to approve the AIT equipment purchases for the CNC lab and welding lab. Trustee Daniels seconded the motion.

Chair Thetford invited Dr. Andrew Kerr to present. Dr. Kerr invited Professor Tim Poelker and Professor Curt Rippey in the CNC and Welding programs to join him.

Dr. Kerr reminded the Board that ICC changes lives. One of the things that lead us to this request for welders is that, when we look at our community and where the greatest need is to grow the economy, there are many jobs available in this line of work. Not coincidentally, the first apprenticeship was in industrial maintenance and the second was in machinists. This is the impetus for improving these facilities. Dr. Kerr provided an overview of the elements that were considered in this decision and the current state of the CNC lab. He also outlined the justifications for the purchase, how this will improve the program, and the impact it will have on the students.

Mr. Poelker explained the equipment needed and how it will impact the students.

Chair Thetford asked how many of these machines does ICC currently have? Mr. Poelker said ICC currently only has one machine.

Andrew Kerr called out both Professor Poelker and Professor Rippey for their leadership in these programs and working to identify how to revamp the programs to be more responsive to the industry and student need. He outlined how this equipment will change the lab experience, provided what the upgraded benefits will be, and how agile the program can be in response to industry business need. He spoke about the relaunch of the welding program at the Pekin campus and that this equipment will be used, in part, to stand up the program at that campus to provide two state-of-the-art welding programs at ICC. He also stated that, with this program, ICC will also be an American Welding Society testing center. It is one thing to say competency-based, but this would give the industry certification credentials to students. We will be the only certified testing center in the area as Caterpillar is no longer certified.

Chair Thetford stated we are purchasing some additional welding equipment and asked if this is in addition to the current equipment or replacing older equipment. Professor Rippey provided an overview of the current state of the equipment and how the new equipment will change the program and benefit the students. Chair Thetford stated the need for welders has been impressed upon her through discussions within the community.

Mr. Budde stated that the investment plays in to our focus of meeting student need and demand. The students will be moved through the program much more efficiently and the space will be used in a more efficient manner. This will improve ICC's competitive advantage. The funding sources are coming from grants and the Gilmore Foundation. More importantly with the CNC purchases, innovation funds will be used. ICC is changing how services are delivered to students.

Trustee Everett stated these purchases are right on target. The construction world has always been competency based, so ICC is on the right track here.

Dr. Quirk-Bailey stated that the Board has seen an amazing example of two wonderful faculty who are up to speed in the industry and are ready to be leaders in terms of new pedagogy in serving our students. Competency-based programs get students through a program more quickly, which means the students are more quickly able to better support their families. This is the kind of

programming that will change the enrollment, allow us to be leaders in terms of pedagogy, and change lives. She also wanted to recognize the workforce division and Mr. Kerr and his team. Dr. Awuah and the deans have been involved in this program as well, but the workforce team has really taken the leadership role on this program. When Mr. Kerr came to us with this program, there were no people, processes, or systems in place to start this division. It is amazing that they are developing new programs that did not exist a year ago.

Trustee Lamb asked if both Pekin and East Peoria will be outfitted with new equipment. Mr. Kerr stated that this equipment purchase will provide machines for both campuses.

Chair Thetford requested a roll call vote. The following Trustees responded "Aye": Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, and Gale Thetford. "Nay": None. Absent: Frank Mackaman, Carl Cannon. The motion passed.

7.4 Approval of Tenure Award

Trustee Davis moved to approve tenure of the following candidates: **Rafeeq Al Hashemi**, Computer Information System; **Bryan Asbury**, Communication; **Nikki Baechler**, Nutrition; **Christopher Gauthier**, Photography; **Suzanna Kyulule**, Nursing; **Blake Lehman**, Agriculture; **Vijayalakshmi Varadarajan**, Physics; **Dustin Wyse-Fisher**, Graphic Design/Multimedia. The motion was seconded by Trustee Daniels.

Chair Thetford requested a roll call vote. The following Trustees responded "Aye": Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, and Gale Thetford. "Nay": None. Absent: Frank Mackaman, Carl Cannon. The motion passed.

7.5 Authorization of Match Funding for the Workforce Sustainability Project

Trustee Davis stated the Economic Development Administration (EDA) requires a resolution approved by the Board of Trustees that indicates that ICC has secured the local match for the funding of the Workforce Sustainability Center and funds are segregated to support the project. Moreover, the resolution will affirm that the College has cash flow available to manage and complete the project. Trustee Davis moved to approve resolution 2019-01 for the authorization of Match Funding for the Workforce Sustainability Project and would like to read that in to the record. The motion was seconded by Trustee Daniels.

Trustee Davis read the resolution as follows:

WHEREAS, the Board of Trustees ("Board") of Community College District No. 514 ("ICC") authorized and approved project funding for the proposed \$10.0 million Workforce Sustainability Center (the "Center") in Fiscal Year 2017, subject to the receipt of certain matching funds; and

WHEREAS, ICC has issued \$9.9 million of General Obligation bonds, series 2017C, (the "Bond Issue") for the purpose of completing certain capital projects including \$5 million which has been allocated for funding the construction of the Center; and

WHEREAS, the proceeds from the Bond Issue allocated to the Center are currently retained in a segregated investment account for the exclusive use toward the construction of the Center, subject to additional project support through the State of Illinois and the Economic Development Administration ("EDA"); and

WHEREAS, ICC has adequate and sufficient resources to support the project through construction; and

WHEREAS, the State of Illinois has approved a \$2.92 million dollar grant to be utilized for the construction of the Center; and

WHEREAS, ICC has applied for a \$3.0 million dollar matching grant from the EDA.

NOW THEREFORE, be it resolved by the Board of Trustees of Community College

District
No. 514 that:

The recitals set forth above are found true and correct and are incorporated herein by reference.

Section 1. The Board authorizes ICC President Dr. Sheila Quirk-Bailey to take such action as is necessary to submit an application to obtain grant funding from the Economic Development Administration including the execution of any documents necessary to secure such funding which are not inconsistent with terms of this resolution.

Dr. Quirk-Bailey stated this is a very exciting development that the Board of Trustees has been asked to approve this resolution. Confirmation has been received that the State has set aside the funds for ICC once the EDA grant is approved.

Mr. Budde stated that the State Capital Development Board is trying to make this work for us and coordinating efforts for profit management. Appreciation goes to Aloysia Mitchell, Dr. Rita Ali, Andrew Kerr, and many other people. Next month there will be discussion on a connecting project, the wetland initiative.

Chair Thetford requested a roll call vote to approve the motion. The following Trustees responded "Aye": Paula Davis, Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, Gale Thetford, and Kelly Daniels. "Nay": None. Absent: Frank Mackaman, Carl Cannon. The motion passed.

Unfinished Business

Chair Thetford reminded the Board that the Board Retreat starts at 8:30 a.m. on Saturday.

The women's Basketball game activities on March 2 start at 12:30 p.m.

New Business - None.

Closed Session

At 7:36 p.m., Chair Thetford entertained a motion for closed session. Trustee Daniels moved that the Board of Trustees conduct a closed session to discuss litigation when an action against, affecting, on behalf of the particular 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) and to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (Section 2(c)(1) of the Open Meetings Act). Trustee Lamb seconded the motion.

Chair Thetford requested a roll call vote, and the following Trustees responded "Aye": Michael Everett, Student Trustee Elaina Sassine (advisory vote) Diane Lamb, Gale Thetford, Kelly Daniels, and Paula Davis. "Nay": None. Absent: Frank Mackaman, Carl Cannon. The motion passed.

Chair Thetford asked Bruce Budde, Dr. Awuah, and Michelle Bugos to remain for the closed session. All other guests and staff members were excused. A break was taken from 7:38 to 7:50 p.m.

(Closed Session)

Adjournment

At 8:04 p.m., Chair Thetford entertained a motion to adjourn the open session. Trustee Davis moved to adjourn the open-session meeting. Trustee Daniels seconded the motion. Chair Thetford requested a voice vote, and the motion passed. Chair Thetford adjourned the meeting.

The next regularly scheduled meeting will be held Thursday, March 21, 2019, at 5:00 pm in the Founders Room on the East Peoria Campus.

P. Sue Bulitta
Secretary to the Board of Trustees