

**Illinois Central College**  
**Open Session of the Regular Meeting of the Board of Trustees**  
**Minutes**  
**August 15, 2019, 5:00 p.m.**  
**East Peoria Campus, Founder's Room**

Chair Everett called the Budget Public Hearing to order at 5:08 p.m., and asked the Secretary to call the roll. Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Dave Mingus, and Gale Thetford were present. Late: Diane Lamb.

Chair Everett asked if there were any citizen that would like to comment on the budget, which has been on file for the required 30 days. There were no comments.

Trustee Everett entertained a motion to adjourn the Budget Public Hearing. Trustee Cannon motioned to adjourn the Budget Public Hearing and Trustee Davis seconded the motion. Chair Everett requested a roll call vote, and the following Trustees responded "Aye": Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Dave Mingus, Gale Thetford, and Carl Cannon. "Nay": None. Late: Diane Lamb. The motion passed. The Budget Public Hearing was adjourned at 5:09 p.m.

At 5:10 p.m., Chair Everett called the regular meeting to order and asked Trustee Cannon to lead the audience in the Pledge of Allegiance. Chair Everett asked the Secretary to call the roll and Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Dave Mingus, and Gale Thetford were present. Absent: None. Late: Diane Lamb.

### **Recognition**

Dr. Quirk-Bailey, President, welcomed Kim Hawthorne and Kevin Wells, Skills USA Chapter Advisors, to speak on the program.

Ms. Hawthorne stated that membership of Skills USA is 100 students and faculty. This organization is very fortunate to have a wonderful group of faculty that want to participate as subject matter experts. She thanked the Board, Bruce Budde, and Ed Babcock for arranging for last-minute transportation to the conference.

Ten students attended the June conference in Louisville, Kentucky. Three of the students were awarded gold medals. Other students were awarded 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, and 16<sup>th</sup> place in their areas of competition.

The welding fabrication team took 21<sup>st</sup> in the nation. This was the team's first time participating in this competition, which is a new career path for students once they complete the welding program. Jade Malloy Cobb won a gold medal in graphics communications and a \$3,000 academic scholarship. She was invited to participate on a student panel and speak about her experience as a graphics student at the national PRINT conference in Chicago this October. Sam Killen was awarded a gold medal in graphic imaging and sublimation. She has also been invited to be the 2019 Student Ambassador at the Printing United Conference in Dallas, Texas, which is an all-expense paid conference for her. Jamie Sullivan won a gold medal in screen printing technology. Erin Wilder took 5<sup>th</sup> place in the nation in information technology services. He also serves as a student officer. Alex Davis, also a student officer, took 8<sup>th</sup> place in pen design. Other students placed 12<sup>th</sup> in Internet working and 16<sup>th</sup> in diesel equipment technology.

The advisors that accompanied the group were: Kim Hawthorne and Kevin Wells, Chapter Advisors and Professors – Business, Legal, and Information Systems; John Baggett (Advisor) and Jeff Gardner, Professors – Agricultural & Industrial Technology; and Shane Seals, Adjunct Faculty in Agricultural and Industrial Technology.

Trustee Thetford invited the students to introduce themselves.

- Erin Wilder – Serves as the Vice President of Skills USA. Last year he competed at Nationals and placed 19<sup>th</sup>. This year he placed 5<sup>th</sup> in the nation as well as attained his A+ certification. Erin indicated how much Skills USA has impacted him as person, a leader, and professionally.
- James Sullivan – Majoring in the Graphic Communications program. He shared that Skills USA put him in a great position professionally. He took 2<sup>nd</sup> place in nationals last year and 1<sup>st</sup> place this year.
- Jade Malloy Cobb – Pursuing a degree in Business as well as Graphic Communications. She hopes to open her own print shop one day. She participated in Skills USA for two years in high school and was excited to be able to attend the Skills USA conference with ICC.

Professor Baggett stated that he was very appreciative of the opportunity to take his students to Skills USA. Seeing the students compete on a national level really drives home everything that we are trying to do here.

**Hearing of Citizens:** No comments from citizens.

**Conflict of Interest:** None.

## **Consent Agenda:**

Chair Everett asked if any Trustee wished to pull any item from the Consent Agenda, and there was no response. Chair Everett advised that the Trustees had received a revised purchase report to include an update for the welding bid. Trustee Thetford moved to approve the Consent Agenda as presented, including Minutes of the Open Session of the Regular Monthly Meeting on July 18, 2019, the minutes of the Closed Session of the Regular Monthly Meeting on July 18, 2019; Personnel Recommendations; the updated Purchase Recommendations; and Monthly Bills for July 1 - 31, 2019. Trustee Davis seconded the motion.

## **Minutes:**

Minutes of the Open Session of the Regular Monthly Meeting on July 18, 2019

## **Personnel:**

### New Hires

- Paige Buschman: Full-time Career Services Coordinator – Workforce Development
- Brian Fengel: Full-time Police Training Center Coordinator – Police Training Center
- Rachel Flessner: Full-time Academic Advisor/Success Coach – Arts and Behavioral Sciences
- Kyle Keefauver: Temporary Full-time Manufacturing Engineering Technology – Agriculture and Industrial Technology
- Nicholas Kilgore: Full-time Technical Director – Performing Arts Center
- Jess Ohls Human Resources Coordinator I – Human Resources
- Nyrobi Wheeler: Full-time Administrative Assistant, Associate Vice President – Human Resources

### Change of Status

- Ashley Grier: Part-time Administrative Assistant – TRiO SSS Department to Full-time Administrative Assistant/Data Analyst – TRiO SSS
- Michael Irrera: Adjunct Faculty – Health Careers to Temporary Full-time – Health Careers
- Kyle Mathews: Part-time Dispatcher – Campus Police Department to Full-time Dispatcher – Campus Police
- Dr. Raoul Nasr: Adjunct Faculty – Business, Legal and Information Systems to Full-time Faculty – Business, Legal and Information Systems
- John Spuler: Adjunct Faculty – Agricultural and Industrial Technologies to Temporary Full-time Electronics Faculty – Agricultural and Industrial Technologies
- Sheena Weatherington: Temporary Full-time Clinical Coordinator – Respiratory Therapy Program – Health Careers to Full-time Clinical Coordinator – Respiratory Therapy Program – Health Careers

## Separations

- Jaleesha Allen: Coordinator, Pre-Apprenticeship – Workforce Development
- James Bender: Professor – Health Careers
- William Hudson: Head Coach Women’s Soccer – Athletics
- Beth McClain: Dean of Enrollment Management – Student Service Center
- Tyler Nielsen: Assistant Professor – Agricultural and Industrial Technology
- Rebecca Saban: Coordinator, Massage Therapy – Health Careers
- Mary Sams: Assistant Professor – Health Careers

## Retirements:

- Kathy Ames: Professor – Math, Science, and Engineering
- Cynthia Charlier: Advisor – Financial Assistance
- Carole (Kelly) Crawford-Jones: Professor – Health Careers
- Susan Hillabold: Professor – Humanities

## **Purchase Report:**

### Bid Items:

Academic     Welding Equipment – (\$86,555.49)

### Direct Purchases:

Institutional Effectiveness

- STUDENT SUCCESS COACHING & CAPACITY BUILDING – InsideTrack (\$465,000.00)
- PROFESSIONAL CHANGE MANAGEMENT SUPPORT – Prosci (\$312,500.00)

## **Bills Including Conference and Meeting Expenses:**

- Education Fund—\$ 3,890,207.20
- Operations and Maintenance Fund—\$ 524,628.92
- Operations and Maintenance Fund Restricted—\$ 212,907.35
- Auxiliary Fund—\$ 522,178.44
- Restricted Fund—\$ 578,926.13
- General Fixed Assets — \$459.76
- Trust and Agency Fund — \$3,779.42
- Audit Fund—\$ 9,124.77
- Liability, Protection, and Settlement Fund—\$ 424,568.56

Chair Everett requested a roll call vote. The following Trustees responded “Aye”: Kelly Daniels, and Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, , Dave Mingus, Gale Thetford, and Carl Cannon, “Nay”: None. Late: Diane Lamb. The motion passed.

### **Board of Trustees Chair Reports:**

**Announcements:** Chair Everett stated that there will be a Skype for Business training session prior to the September Board meeting, 4 p.m. on September 19, 2019.

Chair Everett reminded the Trustees that the Illinois General Assembly passed a law effective January 1, 2017, requiring Trustees to take the training in the first, third, and fifth years of their term. Therefore, trustees elected in 2017 are in the third year of their term and will be required to take the training again as well as the trustees elected last month. After the 2021 election, all trustees will be required to take the training in the 1st, 3rd, and 5th years of their term.

The Trustees will receive the training DVDs, which will need to be viewed in their entirety. They will have four weeks to complete the training so the DVDs can be given to the next Board member.

**ICCTA Report:** Chair Everett stated there is a new high school graduation requirement that will take effect in 2021. All students must apply for financial aid no matter their post high school plans. All graduating seniors will be required to file a FAFSA or sign a form stating they choose not to take part.

Dr. Quirk-Bailey stated that Arnitria Shaw, Dean of College and Career Readiness, under the leadership of Dr. Kerr, created a placemat-sized guide for each of the standards to assist students in completing various financial aid forms. This guide will be shared at the September Board meeting.

**Legislative Report:** Chair Everett stated that there is no report.

**Student Trustee Report:** No report.

Dr. Quirk-Bailey shared news that, for the first time in nine years, student housing is full and there are students on the waiting list.

### **President’s Report:**

**Student Success Report:** Dr. Quirk-Bailey stated that the Board has heard her say it before – *at ICC, we change students’ lives*. The story you are about to hear is one more example.

Veronica Lee begins her second year at ICC this fall, majoring in psychology. She plans to transfer to Bradley University, where she intends to get her master’s degree and, eventually, a PhD.

Dr. Quirk-Bailey invited Ms. Lee to speak. Ms. Lee stated that she is currently Vice President of Phi Theta Kappa and President of UNITE (Understanding Individuality through Education). Since coming to ICC, she has been able to see how good community college can be. She really enjoyed attending ICC and being involved in the student community and clubs.

Dr. Quirk-Bailey shared that Ms. Lee credits ICC and the support services here in helping her achieve this honor. We could not be more proud of Ms. Lee and her accomplishments.

Miss. Lee's "dream job" is to work with animals in addition to psychology. She wants to be a certified animal trainer and have animals in her practice to support her patients emotionally. She said, "Most people in psychology usually get a minor in nutrition or sociology, but since I really like animals, I figured, why not combine the two? Plus, it'll give me the chance to bring my dog and you can't beat that!"

This summer, Ms. Lee was awarded the Coca-Cola Leaders of Promise Scholarship, which recognizes 200 Phi Theta Kappa members across the nation from over 900 applicants.

She credits ICC with realizing her potential and helping her achieve something she never did in her years of high school, "I passed but wasn't getting good grades," said Lee. "When I started college at ICC, I was determined to get good grades and worked hard. I didn't expect it, but when I found out I was accepted into Phi Theta Kappa honor society, it was an incredible moment for me. Growing up with ADHD, I was never that 'honor society kid.' Now, the fact that I'm an honor society student at ICC is pretty amazing."

She said ICC was her *smart choice* because of our affordability.

**Announcements:** The following announcements were shared:

Dr. Quirk-Bailey stated that this is Celebration of Learning week at ICC. She thanked both Trustee Cannon and Chair Everett for participating in the Celebration of Learning. She stated that Chair Everett also assisted with serving at the employee picnic. The Celebration of Learning included 33 informative sessions. The ADKAR model for change management was also shared at this time, so all employees could understand where we are headed as an organization with change management.

Dr. Quirk-Bailey stated that Jill Blair, Project Director for Title III, will be sharing an information presentation on the new Accountability report later in the meeting. She noted that one of the things we have struggled with as an institution is keeping track of our accomplishments (e.g., when major decisions were made and when things were implemented). This report will now be a standard at ICC and will cover the strategic plan, the institutional operational plan, and major outcomes of each of our divisions.

Dr. Quirk-Bailey stated that Rocco Cappello, Vice President of Student Success, introduced us to an outside company that focuses on communications with students that are registered but have

not paid their tuition bill in order to work with them on payment options. We have struggled with students dropped for non-payment for several years. The number of students that would potentially be dropped for non-payment this year started at 1,200 and, as a result of this outreach program, dropped to just 68 students. We are now only one percent down from last year on student enrollment.

### **Treasurer's Report:**

Bruce Budde, Executive Vice President of Administration and Finance, presented final results through June of 2019.

The results are very consistent with what has been presented throughout the year. Revenue finished almost on projection with total revenues of \$58.8 million, offsetting the lower than expected enrollment by higher than expected dollars on the corporate property replacement tax and higher interest rates on our investment portfolio.

The Expenditure budget was projected at \$57.2 million but actual results came in at \$54 million. Benefits finished with a \$1.4 million favorable variance. There was a \$1.4 million savings in salaries, largely due to the timing of filling positions. The cabinet rigorously reviews the filling of positions.

The material and supplies shows a negative variance as we committed additional dollars to IT and technology purchases knowing that it would be offset from other areas of the budget. Additionally, we saw lower than expected write-offs partly due to lower enrollments.

In review of the Fund balance, 2016 was the lowest year, because State Funding was not received, so we had to dip into fund reserves. Those fund reserves have been slowly built back up. We are still within our target goal of 25-50 percent in the fund balance.

The audit process will begin next week. We do not anticipate much in the way of changes from the unaudited presentation.

Trustee Thetford moved to accept the Treasurer's report as presented. Trustee Cannon seconded the motion. Chair Everett requested that, since there was no further discussion, a roll call vote be taken to accept the treasurer's report as presented. The following Trustees responded "Aye": Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Dave Mingus, Gale Thetford, Carl Cannon, and Kelly Daniels. "Nay": None. Late: Diane Lamb. The motion passed.

## Informational Items

### 6.1 FY19 Institutional Accountability Report

Dr. Quirk-Bailey invited Jill Blair, Title III Director, to speak. She acknowledged Dr. Laura Friesenborg, Associate Vice President of Institutional Effectiveness, the Executive Cabinet, and others for their teamwork to compile and vet all of this information.

The Institutional Accountability report is an annual summary of outcomes that are related to our institutional effectiveness measures, strategic plan, and institutional operational plan, as well as division initiatives. The Trustees were also provided a copy of the Student Success Data Book and the strategic plan booklet for reference.

The purpose of the Institutional Accountability report is to document, share, and celebrate outcomes in the past year. We also want to create a historic artifact that can be used as a reference over time.

The report includes the following:

- An executive summary of the Student Success Data book which highlights persistence and completion data across campus from each division for vulnerable student populations.
- An overview of accountability at ICC including what we are reporting on and what the purpose is of each of those measures.
- Institutional effectiveness measures
- An update on the strategic plan and planning teams including what they have worked on
- Institutional Operational Outcomes plan summary
- Division outcomes

Trustee Davis commended everyone who worked on this.

Ms. Blair also wanted to recognize the Document Services and Marketing teams for all their hard work in producing this report during their busiest season.

### 6.2 Clery Act Reporting & Campus Police Annual Report

Chief Tom Larson, ICC Campus Police Chief, made an announcement that the Deputy Chief, Erika Schwiderski, gave birth to a baby girl.

Chief Larson stated that he would cover the Clery Act, which requires us to keep track of and submit statistics on a yearly basis in reference to certain serious crimes that occur on campus. We are also required to keep track of the number of people referred for disciplinary action through the college relating to liquor, drugs, or weapons violations.



Chief Larson stated that, in 2017, ICC had a spike in Clery statistics indicating that 16 out of 21 incidents occurred on campus housing. This year there was a significant decrease in Clery-related crimes, with 10 incidents, 7 of which occurred on campus housing. Peoria and Pekin did not have any Clery violations this past year.

The referrals for discipline have been steady over the past several years. In 2018, there were 32 drug and alcohol violations, of which 29 occurred at campus housing.

Since the majority of crimes occurred at student housing, an analysis was conducted that indicated the majority of incidents were occurring at night. As a result, an overlap shift was created to provide more officers during this time at campus housing. Three of the key measures (police reports written, the number of tickets written for misconduct, and the number of Clery crimes that occurred) all declined this past year as a result of this shift change. The only statistic that rose was calls for service. The Guardian app, implemented in 2018, has made the process for calling for service easier as requests can now be done through anonymous texts or calls.

At 5:50 p.m., Diane Lamb joined the meeting.

One of Chief Larson's goals, when he assumed his role, was to have an armed officer on each campus for every shift. In 2012, this number was only at 6 police officers. This is now up to 9 police officers and 9 security officers.

Chief Larson also provided an update on current projects.

- The campus police department now has a five-year plan that is being developed. This will provide for incident management certification through the federal government for any employee responding to any critical incident.
- The emergency operations center has been upgraded with new technology.
- The department will be staging a series of critical incident response exercises to practice what they learn.

Chief Larson provided an update on the traffic enforcement program. In order to enhance the safety of the college community on the roadway, this program will enable the ICC police officers to issue tickets or warnings. The goal of the program is to increase overall campus safety by reducing the average speed on campus, the frequency of traffic crashes, and the number of reckless driving complaints received. This enforcement program will be communicated to the college prior to implementation.

Chief Larson reviewed the video surveillance system, stating that a lot of the systems need to be upgraded on the East Peoria campus. There are several high-traffic areas that need surveillance coverage. A plan is being put together to upgrade the system. The Peoria campus has already been upgraded.

Chief Larson discussed retirement and succession planning to have ongoing leadership. He reviewed the current officers and stated there needs to be a plan of succession to identify and mentor the next generation of police leadership, so a program will be put together to identify and promote those positions in the future.

Chief Larson thanked the Board for their support through the years.

Trustee Thetford stated that she feels very secure to know that Chief Larson is in charge of security on campus. She also stated that she is very pleased to hear that a system upgrade of surveillance is being reviewed, especially considering that student housing is now at capacity. She asked what challenges he feels we will experience with this full occupancy rate in the student housing.

Chief Larson stated that there will be an agreement for traffic enforcement around student housing. Some of the former management was somewhat slow to enforce rules, as their goal was to fill capacity. This should not be an issue at this time.

Trustee Cannon stated that he echoed Trustee Thetford's comments regarding Chief Larson. He inquired about the emergency phones and if there were enough of them around student housing.

Chief Larson stated that the emergency phones are expensive to maintain and they are aging. They did an analysis and found that the phones had only been picked up a total of five times over the past two years. In three of those times, there was no one there when the officers got there and the other two calls were related to a flat tire and such. The phones are not being used for emergencies. People use their cell phones. We also now have the Guardian app, which is a one-touch instant connection with campus police. His recommendation is not to replace the blue light phones as they wear out but, instead, to invest money in the app.

Trustee Cannon asked if access to campus housing is open or does it require card access. Student Trustee Gaiter stated that the gates were largely open over the summer as many students were having issues with the gate keys. During the welcome week, the gates were kept open. After the first week of school, the gates were closed.

Trustee Cannon asked about diversity on the force. Chief Larson stated that he did not have a number but it is similar to the rest of the college. The diversity effort is ongoing and they keep diversity forefront of mind in hiring.

Trustee Mingus asked if, regarding traffic enforcement, these are considered moving violations or campus citations. Chief Larson stated that they will be issuing uniform citations just like other police departments in the state. Written warnings are in-house and not reported to the state but will be tracked in-house.

## Action Items:

### 7.1 Resolution 2019-08 – Interfund Transfer (Auxiliary Funding)

Trustee Thetford made a motion for the Board of Trustees to approve the Interfund Transfer – Resolution 2019-08 - which transfers \$925,000 from the Operational Fund to the Auxiliary Fund. Trustee Daniels seconded the motion.

#### **RESOLUTION NO. 2019-08: INTERFUND TRANSFER FROM OPERATIONS FUND TO AUXILIARY FUND**

WHEREAS, effective August 31, 2019, \$925,000 in unrestricted funds is available in the Operations Fund for transfer,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer \$925,000 of these funds to the Auxiliary Fund for the budgeted shortfall in the Proprietary Departments,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 that effective August 31, 2019, \$925,000 be transferred to the Auxiliary Fund.

ADOPTED AND APPROVED THIS 15th DAY OF August, 2019.

COMMUNITY COLLEGE DISTRICT NO. 514 OF PEORIA, TAZEWELL, WOODFORD, MARSHALL, McLEAN, BUREAU, LIVINGSTON, LOGAN, MASON AND STARK COUNTIES, ILLINOIS

Mr. Budde stated that this transfer will maintain the fund reserves in the 25–50 percent target goal and is also takes care of losses that have been accumulated in those funds for a period of time. This will take the fund reserves back to a small positive and we will continue to transfer what we need in years going forward.

Trustee Lamb referenced that they went back four years. Mr. Budde stated that yes, it went back four years as the fund has accumulated a small amount each year. Some of that is due to a shift in operations within that fund, such as the bookstore profitability which has dramatically decreased over the years. In the 2019-2020 Budget, we are forecasting to cover any deficits.

Chair Everett requested a roll call vote. The following Trustees responded “Aye”: Michael Everett, Student Trustee Kamarni Gaiter, Diane Lamb, Dave Mingus, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis. “Nay”: None. The motion passed.

## 7.2 Resolution 2019-09: Approval of the FY20 Budget

Trustee Thetford moved to approve Resolution 2019-09: Approval of the FY20 Budget as presented. Trustee Davis seconded the motion.

### **RESOLUTION NO. 2019-09: ADOPTING BUDGET**

WHEREAS, the Board of Trustees of Community College District No. 514, Counties of Peoria, Tazewell, Woodford, Marshall, McLean, Bureau, Livingston, Logan, Mason and Stark, State of Illinois, caused to be prepared in tentative form a budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

AND WHEREAS, a public hearing was held as to such budget on the 15th day of August 2019, at which time amendments were presented and recommended for inclusion in the final budget. Notice of said hearing having been given at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 AS FOLLOWS:

Section 1. That the fiscal year of said District be and the same hereby is fixed and declared to begin July 1, 2019, and end June 30, 2020.

Section 2. That the attached Budget, of estimated receipts and expenditures from each fund, separately and the same is hereby adopted as the budget of said district for the said fiscal year.

Mr. Budde stated that there is an executive overview and supporting documentation in their folder which shows any changes made from the tentative to final budget. There are very minor changes due to an increase in corporate property tax revenue and state funds. State funding was projected to be 5 percent. The actual funding was closer to 10 percent.

A number of the insurance renewals came in more favorable resulting in a reduction of expenses. Due to higher than expected revenue, some of the enhanced technology requests were shifted to receive a larger allocation.

The core assumptions stayed the same from the tentative budget to the final budget. The key assumptions are: enrollment was budgeted at a 2 percent decline and the enrollment goal was to be flat. The budgetary number is conservative to avoid further disruption if revenue goals are not met.

All other assumptions on the expense side included a two percent increase for CPI-related wages for the staff. The challenge we face is that revenues have declined slightly year over

year. Despite this trend, the budget is balanced and preserves a favorable position. We have identified reserves to help fund strategic initiatives and there will be continued efforts to right-size the organization and ongoing operating expenses. There is not much funding available for discretionary spending because 77 percent of operating dollars are tied up in salary and benefits. The benefit afforded with the Innovation fund enables strategic initiatives to still move forward. The college is well positioned with the 2020 budget to meet the demands of strategic latitude initiatives and further enhancements to technology.

Trustee Davis stated that she was concerned about the \$13 million in the maintenance projects and asked if there will be enough to cover the ongoing maintenance needed. Mr. Budde stated that good progress is being made on maintenance projects. The extra capital that we are receiving to fund capital projects results in other benefits such as energy savings. Some of the other deferred maintenance items are funded through Life Safety. We can provide a facilities report that will provide an overview of projects and status, but the college is making good progress in maintenance projects.

Trustee Thetford stated that she was surprised at the deferred maintenance in the overview. Mr. Budde stated that those are other projects in addition to deferred maintenance and the overall operations are well maintained.

Trustee Thetford stated that we anticipated a 5 percent increase in state funding but received 9.5 percent and inquired if there is any possibility that we will receive a greater amount. Mr. Budde stated no, not in this fiscal year. We anticipate that amount remaining level over the next 3-5 years for planning. The State still has some pretty significant issues. We do also need to think about the pension funding and property tax legislation that will need to be kept in mind for 2021 - 2022.

Trustee Thetford stated that we have received more revenue than expected from real estate tax and questioned why, from a budgetary standpoint, FY2020 shows flat. Mr. Budde stated that the property tax values are in decline. There was an unexpected increase in the corporate property replacement tax which is more difficult to forecast and which helped to offset some of the decline in the property tax. The supplemental levy rate went down this year. From a property tax standpoint, we do not anticipate any other concerns.

Trustee Lamb noted that overall expenditures were up. Mr. Budde stated that, with the additional revenue, some of the enhanced project requests received additional funding. We are still balanced even though expenditures increased.

Dr. Quirk-Bailey stated that, with the new SPOL tool that was rolled out, we were able to review funding requests and approve additional funding requests and items were moved into the budget.

Trustee Lamb asked if we are still working on faculty overload. Mr. Budde stated that many faculty may teach one or two classes beyond the standard load assignment. We monitor and review to ensure that we are allocating those credit hours appropriately. With some of the challenges we faced with the changes in adjunct accreditation and HLC requirements,

we did not have as many adjuncts available to cover courses, which resulted in needing to have full-time faculty cover the classes.

Trustee Lamb stated that she worries about classroom quality for students. Mr. Budde stated that there are contract limitations and ongoing discussions all of the time to ensure quality in the classroom, manage staffing levels, and determine how classes are scheduled.

Chair Everett requested a roll call vote. The following Trustees responded “Aye”: Diane Lamb, Dave Mingus, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, and Student Trustee Kamarni Gaiter. “Nay”: None. The motion passed.

**Unfinished Business:** Trustee Lamb referenced the facilities report in the newsletter asking for clarification on the two change orders.

Mr. Budde stated that one change order relates to the roadway resurfacing and unforeseen conditions. Some of the subsurface was found to be below standard which resulted in some additional work. This is not uncommon with a project of that size. We monitor those change orders to stay within the 5 percent contingency for unforeseen conditions.

Trustee Lamb also inquired as to the change order for the academic restrooms. Mr. Budde stated this change order pertains to the academic restrooms and also falls under that same contingency circumstance. It is a work challenge maintaining a 50-year old building. In the remodeling, a need for some extra plumbing was discovered, and this work needed to be done to complete the project.

**New Business:** Trustee Thetford stated that she would like to thank Dr. Quirk-Bailey, Dr. Rita Ali, Vice President of Diversity and Community Impact, and Arnitria Shaw, Dean of College and Career Readiness. She had asked if someone could address the inmates at the Peoria County Jail to share opportunities that are available to them at ICC after the inmates are released. On July 31, Dean Shaw visited the jail and spoke to the inmates about opportunities here at ICC. Ron Budzinski, Board member for the Jobs Partnership Program at the Peoria County Jail, stated he cannot begin to tell how wonderful Dean Shaw and her presentation was. The credibility that she brought and the information she provided gave the men hope. Some of the inmates that were not convinced there would be opportunities for them after their release are more hopeful and committed.

Trustee Lamb asked if there are funds or scholarships available for people coming out of that situation. Dr. Quirk-Bailey stated that per se, but the solar program is really focused on individuals such as them to make the transition into the workforce. We recently were told that, in the recent graduating class, 15 out of 18 were just hired into gainful employment. Dr. Kerr stated that other programs that focus on this transition include the highway construction program and the GED pre-apprenticeship programs.

Trustee Cannon stated that he knows the pre-apprenticeship programs will capture more of that group. He stated that Dr. Quirk-Bailey recently hosted a group that Trustee Cannon oversees coming from that same background.

Trustee Thetford stated that there are many individuals that do not know about these programs or what they want to do to make this transition. She would like to see opening up of an avenue that would assist in providing some education through scholarships.

Dr. Rita Ali stated that she met with Officer Daniel Duncan, who spoke about the program at the Peoria County Jail. We all agree that we can be an ongoing part of the initiative of that program and talking about the opportunities at ICC to reach a population in a proactive way rather than a reactive manner.

### **Closed Session:**

At 6:35 p.m., Chair Everett 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, or 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; to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (Section 2(c)(1) of the Open Meetings Act); the purchase or lease of real property for the use of the public body, including for purposes of discussing whether a particular parcel should be acquired (Section 2(c)(5) of the Open Meetings Act) and 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 Everett requested a roll call vote and the following Trustees responded “Aye”: Dave Mingus, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, and Diane Lamb. “Nay”: None. The motion passed unanimously.

At 6:36 p.m., Trustee Cannon departed the meeting.

Chair Everett asked Dr. Quirk-Bailey to request that Bruce Budde, Dr. Emmanuel Awuah, and Michelle Bugos remain for the closed session. All other guests and staff members were excused. A break was taken from 6:37 p.m. to 6:53 p.m.

(Closed Session)

At 7:44 p.m., Chair Everett 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 Daniels seconded the motion. Chair Everett requested a roll call vote. The following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Diane Lamb, Dave Mingus, and Gale Thetford. “Nay”: None. Absent: Carl Cannon. The motion passed.

(Open Session)

**12.1 Motion to authorize the Administration to enter into an agreement to amend the lease with the City of Pekin regarding use of 225 Hanna Drive, Pekin, Illinois**

Trustee Davis motioned to authorize the Administration to enter into an agreement to amend the lease with the City of Pekin regarding use of 225 Hanna Drive, Pekin, Illinois. Trustee Daniels seconded the motion.

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

**Adjournment:**

At 7:50 p.m., Chair Everett entertained a motion to adjourn open session. Trustee Davis moved to adjourn open session. Trustee Daniels seconded the motion. Chair Everett requested a voice vote and everyone responded Aye. “Nay”: None. Absent: Carl Cannon. The motion passed unanimously. The meeting was adjourned.

The next regularly scheduled meeting will be held Thursday, October 17, 2019, at 5:00 p.m. on the East Peoria Campus, Founders Room 211.

P. Sue Bulitta  
Secretary to the Board of Trustees