

Illinois Central College

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

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

ICC East Peoria Campus, Founders Room (211A)

At 5:02 p.m., Chair Thetford called the regular meeting to order and asked Student Trustee Sassine to lead the audience in the Pledge of Allegiance. Chair Thetford asked the secretary to call the roll. Carl Cannon, Kelly Daniels, Michael Everett, Student Trustee Elaina Sassine, Diane Lamb, Frank Mackaman, and Gale Thetford were present. Absent: Paula Davis

Recognition—No formal recognition this evening.

Hearing of Citizens—Larry Ivory will be joining the meeting this evening and would like to address the Board. No other requests to speak.

Conflict of Interest—None

Consent Agenda

Chair Thetford asked if any Trustee wished to pull an item from the Consent Agenda, and there was no response. Trustee Cannon moved to approve the Consent Agenda as presented, including Minutes of the Open Session of the Regular Monthly Meeting on February 21, 2019, the minutes of the Closed Session of the Regular Monthly Meeting on February 21, 2019; Personnel Recommendations; Purchase Recommendations; and Monthly Bills for February 1-28, 2019. Trustee Mackaman seconded the motion.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on February 21, 2019, Minutes of the Closed Session of the Regular Monthly Meeting on February, 2019.

Personnel

Change of Status

- Sheila Williams: From: PT Campus Service Representative II – Student Service Center
To: FT Campus Service Representative II – Student Service Center

Separations

- Lesley Cooper: Manager, Curriculum & Scheduling – Curriculum Services

- Jeri Shull: Specialist, Accounting – Motorcycle Rider Safety Program

Retirements

- Barbara Burton: International Education Program Director – Academic Services
- Michael Craig: Deputy Chief – Campus Police Department

Purchase Report

Facility Services

- RTU Replacement - \$1,176,000.00

Bills Including Conference and Meeting Expenses

- Education Fund—\$ 3,144,580.18
- Operations and Maintenance Fund—\$ 586,813.79
- Operations and Maintenance Fund Restricted—\$ 285,054.77
- Bond and Interest Fund—\$ 9,986.46
- Auxiliary Fund—\$ 583,706.04
- Restricted Fund—\$ 274,530.17
- Audit Fund—\$ 2,590.57
- Liability, Protection, and Settlement Fund—\$ 366,185.18

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

Board of Trustees Chair Reports

Announcements

Chair Thetford announced that next month’s meeting will be on April 25 at the Peoria campus. There will be a Culinary Arts dinner following the meeting. Spouses/significant others are welcome to attend.

Statement of Economic Interest – All Board members must file a statement with the county. Please provide a copy of your receipt to the Board Secretary.

ICCTA Report - Chair Thetford indicated no report.

Legislative Report – Trustee Everett provided the following report: There are several bills up for approval in the General Assembly in Springfield that could potentially affect community colleges and higher education in general.

- **ICCB held its meeting at ICC on March 15.** Dr. Quirk-Bailey provided a welcome and overview of the College to attendees.
- **HB2280 - Campus Free Speech Act.** Requires the governing board of each public university and community college to develop and adopt a policy on free expression; sets forth what the policy must contain; and requires public institutions of higher education to include in their freshman orientation programs a section describing to all students the policies and rules regarding free expression that are consistent with the Act. This is in the Higher Ed. Committee this week.
- **SB446 – Developmental Education Reform Act.** Trustee Everett deferred to Dr. Quirk-Bailey to provide the report. Dr. Quirk-Bailey stated that the goal is to reduce the number of high school graduates requiring developmental education. This act would require all community colleges in the State to adopt two specific practices in terms of developmental education. The first practice would require colleges and universities to use multiple stand-alone measures to place students in college-level courses and accelerate learning for students needing developmental education. This means a student would take their first credit course at the same time they take the developmental course and these classes would be coordinated such that it will no longer take two-three semesters to advance out of development education. These are all unfunded mandates. There are multiple tactics that could be used to help developmental students. It presents a challenge with budgets when two tactics are mandated. A better tactic may be to take the highest level of developmental math and teach that as a fourth-year math in high school, which is a very common practice. Math skills are being built into our pre-apprenticeship program to have those adults come back and take corequisite courses for a semester to get ahead rather than taking the 12 week boot camp to get that same math; this does not make sense for that individual student. In this instance, it doesn't best serve the student in having to implement the state-mandated tactics first. In addition, there was no survey done. All the community colleges in the state are working on developmental education reform. The goal of this reform act is not entirely clear. The community college presidents in the state have expressed they do not support this act. I want to be clear to the Board; it is not that we don't support those tactics, when in fact, we are using them here; however, it is concerning for the state to mandate them and say that those tactics are superior to other methods for a given group of students.

Trustee Lamb asked for what other motives might be for this reform act. Discussion followed on what the motivation for this reform act might be.

Student Trustee Report

Student Trustee Elaina Sassine stated the month of March has been an exciting one for students with spring break and a number of activities.

- On March 5, Phi Theta Kappa had Robert Schering, CEO of OSF, come to talk with the students about life after college. Later that day, Phi Theta Kappa also held a game night with two other student organizations.
- The Student Life Office took two students to the NODA conference in Des Moines, Iowa, on March 15-17. The conference provides information to aid colleges in improving their new student orientation. ICC took home an award for best examination in a case study.
- Candidates for Student Trustee and the Student Government Association Executive Board will campaign March 18-26. Elections will be held March 27-28.
- Phi Beta Lambda held their annual miniature golf game for students on March 20. It was free for students to play a relaxing game of miniature golf.
- Campus Activities Board has their annual Casino Night on March 21. Students will be able to win prizes at a family-friendly game night.
- Sigma Kappa Delta will induct new members on March 22. Students must achieve an overall GPA of 3.0 and have at least a B in both English 110 and 111 to be invited to join.
- On March 30, the SIGN Club had the ASL Spotlight. Competitors sang along to their favorite songs. The winner received a grand prize of \$1,000.
- SAFE Club will have their annual eco-friendly fashion show on March 31 in the Performing Arts Center. Students will have the chance to see fair trade, thrift, and recycled clothes.

Chair Thetford stated there was a wonderful turnout of the Trustees at the ICC women's basketball game on Saturday, March 2, against Lincoln Land.

Dr. Quirk-Bailey provided an update on the women's basketball team at the NJCAA Division II National Tournament. The team won their first game and will play again this evening.

Chair Thetford gave a shout out to the Bradley's men's basketball team for their showing in the NCAA tournament. They played a fabulous game. Hats off to them. What a wonderful showing on the part of Bradley and their team.

President's Report

Student Success Report

Dr. Quirk-Bailey provided a student success report for Te'Yona Miller – ICC alum (Mass Communications) - Currently at University of Central Florida (Radio/TV)

Te'Yona Miller says she felt like a pet goldfish (...and that's a good thing!) when she first came to ICC. As she explained, "[When] you buy a new goldfish... you don't just throw it into the new tank. You let it sit in the bag and get used to the water..." Te'Yona said that's what ICC did for her. It let her get accustomed to college life without jumping into the four-year university commitment or the hefty price tag. Because of scholarship and grants, Te'Yona is thankful to have never paid out of pocket for her associate degree.

Now in her last semester in Radio and Television studies at the University of Central Florida in Orlando, she is looking forward to graduating in May. She currently is completing her fifth internship in broadcast media. She currently works with Fox 35 – WOFL but also interned with other media outlets, including NBCUniversal’s sports division. Te’Yona has learned about handling social media, video editing, and writing. She said it has been a “wild ride,” and she is loving it.

While at ICC, Te’Yona credits Phi Theta Kappa and TRiO as the biggest contributors to her academic and overall success. She said TRiO, in particular, gave her an amazing support system and gave her the courage to help tutor other students. Te’Yona said of TRiO, “Good advising [like the kind you receive in TRiO] goes a long way. It helps when you know you have people that believe in you.”

As a nontraditional student, Te’Yona said she never felt out of place, due to the broad diversity of students she met while at ICC. She said her priorities might be different than a traditional-aged student, but she is grateful for the new perspectives she has gained on many things.

As for advice she would give to others, Te’Yona says – “It starts with a good work ethic and a belief that you can do it. People seem to think that, just because they are at a community college, you are limited. That’s just not true. I had a dream of working in television that started with community college. You do yourself a disservice when you don’t live up to your full potential. Never go down without a fight and give it everything you got.”

We are proud to have alumni like Te’Yona and wish her all the best!

Announcements

President Quirk-Bailey shared kudos to the IT Team. On March 11, the Enterprise Systems team went live with new versions of two out of four major PeopleSoft applications. This is a culmination of over a year’s worth of work - planning and testing. Campus Solutions, the systems for academic and student management, was upgraded from 9.0 to 9.2, and the finance module was upgraded from 9.1 to 9.2. PeopleSoft, our suite of software tools that support links to campus, finance, and HR systems were all upgraded to a new environment as well. This was all accomplished over the past six months. The upgrade keeps ICC in all of the required maintenance windows for Oracle and positions ICC for increasing and adding future functionality, as we move forward with Student Success. There are other systems that will need to be brought in but, until PeopleSoft was upgraded, those new connections could not be made. The team, led by Brad Finley, did an amazing job: Alex Meeks, Albert Audo, Corey Lyons, Evelyn Berry, Michelle Carter, Marc Lyle, Joanna Schmidt, Janet Duffy, Becky Plowman, Anthony Scriven, JD Sheff, Kaysie Brooks, and Bonnie Hauck.

Dr. Quirk-Bailey highlighted an article on Columbus State. They recently won the Leah Meyer Austin award which is the top performing community college of Achieving the Dream (ATD). Note the amazing difference they made in equity and their outcomes. They did it with strategies that are all being worked on or considered within our strategic plan. This is reinforcement that ICC is

on track and doing the right things. Columbus State is one of the schools in which ICC has been doing benchmarking.

The PJ Star featured a cover article on our Ag program including some internships.

Dr. Quirk-Bailey invited Kim Armstrong, Vice President of Marketing, to the podium to talk about the elevator speech. Ms. Armstrong is thrilled to have taken all the input to develop the elevator speech which highlights why a student should attend ICC.

- At ICC you will acquire a high-quality education.
- At ICC you will ensure your future financial security because of our exceptional value.
- At ICC you will attain a credential for providing a pathway to a living wage.

The Board was given both a card and sheet which included talking points depending upon who the audience.

Chair Thetford thanked Ms. Armstrong for providing a common voice platform for us.

Dr. Quirk-Bailey invited Dr. Rita Ali, Vice President of Diversity & Community Impact, to the podium. Dr. Ali stated that ICC has had an amazing day hosting the symposium on Racial Justice and Equity. Today, ICC demonstrated to its employees, students, and partners in the community and ICC is committed to addressing issues on racial justice and equity. The summit, which was funded through a grant from the Lumina Foundation, hosted experts in this field. Dr. Megan Burke, Professor at Illinois Wesleyan and author of Colorblind, was our speaker. Local panelists from the community also shared their stories and views. A debriefing was held for both the keynote speech and the panel discussion by going into 12 small discussion groups. The groups included attendees from area schools, elected officials, clergy, and other community members. Trustee Cannon and Trustee Daniels attended the event. Theodore Shaw, Director of Civil Rights at Chapel Hill, will be the keynote speaker on Friday along with local presenters.

Trustee Cannon echoed what Dr. Ali stated. It was a powerful day seeing the young people becoming engaged in the topics. The conversations were thought provoking and meaningful. Trustee Cannon thanked Dr. Ali for her leadership as well as Dr. Quirk-Bailey for bringing this to the Peoria area.

Dr. Ali stated, to affect change, there has to be a commitment from the highest level in order for change to filter downward. Racial injustice happens not just at the individual level but also at the systemic level that needs to be chipped away to have pro-equity policies and systems.

Dr. Quirk-Bailey thanked Dr. Ali and her team for their hard work. Three hundred colleges applied for this grant but only 19 were accepted. Julie Clemens, Associate Professor, brought this opportunity to us.

Dr. Quirk-Bailey stated the Way Down Wanderers group, comprised of former students from ICC's Interpreter Preparation program, were just featured in Rolling Stones magazine as a band to watch. Their recent music video featured current students and faculty members in the Interpreter Preparation Program.

Treasurer's Report

Mr. Budde highlighted that the financial position remains strong through February results. Revenue variances show a slight negative variance in state funding; this is a timing issue and should correct itself by year end. Tuition is the largest of the negative revenue variances and will remain consistent throughout the rest of the year. In other revenue, the \$200,000 positive variance in other revenue reflects the investment revenue and the impact of higher-earning interest rates. Expenditures reflect positive variances in salaries and benefits. The remainder reflects restraint in managing discretionary spending. The year should end on a positive note. As a result, fund reserves are expected to increase.

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

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

Informational Items

6.1 First Semester Experience: 2019-20 Pilot

Dr. Quirk-Bailey invited Dr. Jill Wright, Assistant Vice President Academic Affairs, to talk about the First Semester Experience.

Dr. Wright spoke on behalf of the 14 person student engagement team made up of faculty, staff, and administration. The goal is to enhance the student-focused culture to increase student engagement.

The team was given an operational goal, after designing a first semester experience, to pilot the program in FY20. The team has come full circle. ICC will offer a course that is designed for students who have attributes that have been identified as possible fail points of not moving on. There is much information available on students before they even arrive at ICC. One of the things the team did was study the data to understand why students don't finish at ICC. One of the items noted was that these students cannot make it out of developmental math. We have identified a group of students as a test group to help give a boost. Their success in this program will be measured and reported so there is evidence if this is working. An informational flier will be handed out to students. We are asking them to participate in an ICC First Semester Experience. It is a

two credit hour course. It will help students find their way to academic success. It helps them address things such as time management, study habits, and financial literacy. There will be no charge to the student for the pilot class. The courses are aligned to the Math 099 course as we know that students who enter through this course may be at risk of not completing at ICC if we don't offer direct assistance. There are four sections scheduled; two during the morning, one at East Peoria and the other at Peoria campus, one during the afternoon, and one in the evening. Students will be provided this information during their advising session. We will be measuring if the student has completed the modules.

How did we come up with this? We reached out to nine AtD organizations, Lunch and Learns, as well as other sources for research. This program will pilot in August and again in January. A report will be provided in a year, and then we will be able to determine the next steps.

Student Trustee Sassine asked if it is aligned with the ICC 111 Career Choice class. Dr. Wright said that they are separate but will use some of the same tools.

Trustee Lamb asked how many students can be accommodated in the pilot classes. Dr. Wright stated 25 students per section (100 students). Trustee Lamb asked who teaches these courses. Dr. Wright stated it is under the Humanities department.

Chair Thetford stated that students may be reluctant to sign up for various reasons. She would like to see the program be as liberal as possible for students to be able to sign up, even if they come in late and only receive one credit. Dr. Wright stated this will be piloted in both the fall and spring semesters so this is something that can be studied.

Trustee Cannon asked if this is because we have identified students coming into ICC that need a remedial track. Dr. Wright stated yes. Trustee Cannon stated this is amazing and heading in the right direction. He asked if there is a possibility of catching them before they start. Dr. Wright stated absolutely. The bridge programs in high school would help to solve the problem. This is built on a systemic approach on students being college ready and completing their program.

Chair Thetford asked if ICC has a First Semester Experience for all of our students. Dr. Wright stated no, not at this moment but could grow into something similar. Research tells us to focus on the outcomes and this should not be a barrier to students. Not all students will need a First Semester Experience. Other students may only need a weekend or an online-module. You start with a small scale with a group that has the attributes for success with some assistance. Seventy percent is our goal. If these are the right set of outcomes, the program will scale it up through multiple measures. The goal is that all students at ICC will have completed the outcomes in First Semester Experience in multiple ways.

Dr. Quirk-Bailey stated this is the way to test the outcomes. There are many ways to get students to these outcomes. We are starting with a higher-risk population. We need to get the program right, test it to be sure it works, and then start with other programs. This is step one. The team has done an absolutely amazing job.

Chair Thetford thanked Dr. Wright.

6.2 Innovation Fund Status Update

Chair Thetford invited Ed Babcock, Controller, to provide the update. Mr. Babcock stated that the innovation fund was established in November 2016. Currently, 21 projects have been either completed or in motion. There are 7 more projects laid out for the future. The purpose of this fund was to provide additional resources to address the College's strategic needs, provide resources for student's success requirements, and to fund innovations that otherwise would not be funded in the budget process. ICC does not have a lot of discretionary funds in the budget. Only one percent of ICC's budget is flexible. Without this fund, ICC would simply not be able to fund the majority of these projects.

There are six impact categories in this fund: benchmarking, enrollment, professional development, career focus, student support, and instructional gap. Mr. Babcock provided examples of projects within each impact category.

The initial transfer the Board approved to the fund in 2016 was \$1 million. From 2016 – 2017, approximately \$119 thousand was spent. An additional \$1 million was committed to the fund at the end of 2018. This brought the balance to \$1.8 million. This year to date, we have \$535 thousand worth of commitments with a balance today at approximately \$1.3 million. There are items earmarked in the next two years totaling another \$200,000. With these commitments, there is approximately \$1.1 million left in the innovation fund.

Quarterly updates will be provided on this fund, as well as a year-end comprehensive review.

Trustee Cannon asked if the Math 099 course funding is on this report. Dr. Quirk-Bailey stated that it will not be on the report as the exact number of students is not yet known. Trustee Lamb asked if the team is developing that course. Dr. Quirk-Bailey stated the team designed that course leveraging AtD and research through the Education Advisory Board (EAB). Trustee Mackaman asked about the accounting approach to the course. Dr. Quirk-Bailey stated that it will be taken as a waiver. Trustee Lamb asked how the waiver will work. Mr. Budde stated it will be revenue neutral.

Trustee Everett asked if this functions the way we anticipate it will, ICC will get more credit hours and tuition long term. Mr. Budde agreed. Dr. Quirk-Bailey said that ICC may eventually charge for this but cannot until we know how well this program will work.

Chair Thetford thanked Mr. Babcock.

At 6:08, Larry Ivory, President of the Black Chamber of Commerce in Illinois, along with two guests joined the Board meeting. Chair Thetford invited Mr. Ivory to make a few comments.

Mr. Ivory thanked the Board, President Quirk-Bailey, and her team. Mr. Ivory serves on the Fair Practice Task Force, the Procurement Policy Board, as well as the CMSBEP Counsel that has oversight on minority participation.

Mr. Ivory said what they found when looking closely, especially in higher education, is that we are fighting a significant disparity across the board when it came to minority participation. Looking at the athletic teams, there was a significant presence of African Americans, but there was a significant disparity on the contracting side.

He stated that they had an opportunity to speak with Dr. Quirk-Bailey a couple of years ago on this issue. She stated that it is not often that he can give recognition to real good faith effort such as what ICC has demonstrated. He wants to celebrate that ICC has made a significant commitment to diversity.

As an organization, the Black Chamber of Commerce tries to identify African American businesses with real capacity. The organization does its due diligence and finds quality companies around the country. One such firm that has brought an office to Peoria and invested in the community is IDG Architects. In the history of ICC, there has never been an African American architect that has won a bid at ICC. Proud to say the ICC has demonstrated a genuine commitment to meet with people to understand their capacity and give everyone a fair opportunity. Proud to say that ICC has demonstrated to us that they take diversity seriously and are taking efforts to give everyone a fair opportunity.

Chair Thetford stated during her tenure, one of her focuses has been on fairness in procurement. ICC has made great strides in minority contracting.

Dr. Quirk-Bailey stated ICC is pleased with the partnership with the Black Chamber of Commerce. It is one thing to point out an issue and expect it to be fixed and another to say we are willing to take this step. You need to be a willing partner in going out to find these companies that have the capacity to get this work done. Both Mr. Ivory and Mr. Budde did a great amount of work on this effort.

Chair Thetford felt that the work needed to be done so that entities understand that ICC is more open.

Mr. Ivory stated that the perception is changing across the state. ICC is beginning to change the culture to being intentionally inclusive.

Action Items

7.1 Affirmative Action Plan July 1, 2018 – December 31, 2019 (Michael Everett)

Trustee Everett moved to approve the ICC Affirmative Action Plan (AAP) for the period of July 1, 2018 – December 31, 2019. Trustee Daniels seconded the motion.

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

Mr. Ivory stepped out of the meeting at 6:23.

7.2 2019-2020 Academic Calendar Modifications (Michael Everett)

Trustee Everett moved to approve the revised 2019-2020 Academic Calendar, previously approved in May 2017. Seconded by Trustee Daniels.

Trustee Lamb appreciated how they moved the start date and why. He asked if that means the semester has to be extended in order to include the required days in. Dr. Quirk-Bailey stated the number of days stays consistent. She invited Joe Bergman, head of the calendar committee, to speak.

Mr. Bergman stated, upon joining the committee, he noticed that the way ICC's system was set up with having three minimesters all in the spring term; those minimesters were driving the calendars and the time fell out of sync every couple of years. The summer now has a more flexible schedule. The required weeks are still there but now there is more flexibility in the schedule. This flexibility enabled us to see how we can make the spring start date more consistent so ICC always has a start date in which everyone is familiar. In reviewing the data, this year ICC lost two percent of enrollment because the semester started earlier. It caused issues with students, faculty, and staff. This will bring consistency to the calendar from year to year. As summer is now flexible, those dates can be adjusted.

Trustee Lamb asked if the end date was adjusted and Mr. Bergman stated yes.

Dr. Quirk-Bailey stated she is very proud of this committee. As they continue to look at data and study student patterns, student connections can be drawn that were not reviewed previously. She is very proud of Joe, his leadership and the team. The team is very student focused and making data-based decisions.

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

At 6:25, Mr. Budde stepped out of the meeting.

Unfinished Business: None

New Business - None.

Adjournment

At 6:27 p.m., Chair Thetford entertained a motion to adjourn the open session. Trustee Cannon moved to adjourn the open session meeting. Trustee Mackaman 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, April 25, 2019, at 5:00 pm on the Peoria Campus.

P. Sue Bulitta
Secretary to the Board of Trustees