

Illinois Central College

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

May 16, 2019, 5:00 p.m.

Pekin Campus, Room 201

At 5:01 p.m., Chair Everett called the regular meeting to order and asked Trustee Davis 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, Frank Mackaman, and Gale Thetford were present. Absent: Trustee Diane Lamb entered the meeting late.

Recognition: No recognition.

Hearing of Citizens: No comments from citizens.

Conflict of Interest: None.

Consent Agenda:

Chair Everett asked if any Trustee wished to pull an item from the Consent Agenda, and there was no response. Trustee Thetford moved to approve the Consent Agenda as presented, including Minutes of the Open Session of the Regular Monthly Meeting on April 25, 2019, the minutes of the Closed Session of the Regular Monthly Meeting on April 25, 2019; Personnel Recommendations; Purchase Recommendations; and Monthly Bills for April 1 - 30, 2019. Trustee Davis seconded the motion.

Minutes:

Minutes of the Open Session of the Regular Monthly Meeting on April 25, 2019; Minutes of the Closed Session of the Regular Monthly Meeting on April 25, 2019.

Personnel:

New Hires

- Dana Fellows: FT Faculty – Business, Legal, and Information Systems
- Jerry D. Smith: FT Advisor Success Coach – Advisement and Counseling

Promotions

- Pachaunce Allen-Walker: From: Coordinator, Bridge Program – Bridge & Transition Program To: Coordinator, Title IX/Civil Rights Equity - Diversity

Change of Status

- Dominica L. Rogers: From: Coordinator, Public Programs & Operations – Corporate & Community Education To: Coordinator, Workforce Development – Workforce Development

Separations

- Carita Bright: Manager, Customer Relations – Financial Assistance

Purchase Report:

Facilities Services

- DPET Exhaust System Upgrade – (\$46,108.00)

Academic

- Puritan Bennett 980 Ventilator System – (\$36,943.01)

Bills Including Conference and Meeting Expenses:

- Education Fund—\$ 3,188,841.69
- Operations and Maintenance Fund—\$ 593,775.30
- Operations and Maintenance Fund Restricted—\$ 154,383.40
- Auxiliary Fund—\$ 434,766.20
- Restricted Fund—\$ 731,262.15
- Audit Fund—\$ 2,573.28
- Liability, Protection, and Settlement Fund—\$ 232,631.72

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

Announcements:

Recognition of Trustee Mackaman: Chair Everett shared a proclamation recognizing retiring Trustee Mackaman. Trustee Mackaman was presented with a framed print of the proclamation and a framed print of the East Peoria and Peoria Campuses.

Whereas, Frank Mackaman faithfully and professionally served the constituency of Illinois Central College District #514 from 2015 through 2019; and

Whereas, Frank provided leadership on the Board, serving as Executive Cabinet liaison for the Student Services, Technology, Human Resources, Facilities, and Finance committees; and

Whereas, he provided expert guidance and leadership in the search and selection of the College's fifth president; and

Whereas, Frank provided guidance and navigation to ICC through unprecedented financial challenges with ever-declining State support; and

Whereas, he provided expertise to ensure the College focused on strategy aimed at supporting the needs of its students; and

Whereas, he was the perfect complement to fellow trustees with his wit and critical thinking and his ability to bring a creative solution to otherwise challenging situations; and

Whereas, he has worked tirelessly to help the College expand to meet the growing needs of the community, and, in particular, helped garner community support for the development of the Peoria Campus and providing service to the surrounding community; and

Whereas, Frank Mackaman, in his role as trustee has honestly and ethically represented the needs of Illinois Central College;

Therefore, the Illinois Central College Board of Trustees, Administration, Faculty, Staff, Students, and Alumni do proclaim and gratefully acknowledge the contributions of Frank Mackaman for the benefit of the constituency of District #514.

Dated: May 16, 2019

Trustee Mackaman stated he was honored to serve as a Trustee and shared a report on an article he read recently on Economic dignity. Trustee Mackaman stated that this is what ICC should strive for. He passed out copies of the article.

Trustee Lamb entered the meeting at 5:10 p.m.

Board of Trustees Chair Reports:

ICCTA Report: Chair Everett stated that there will be some upcoming Board training opportunities to meet the training required by the State of Illinois.

Dr. Sheila Quirk-Bailey, President, shared information on the required training for the Board of Trustees including an option to view the training on a DVD provided by the ICCTA. Dr. Quirk-Bailey stated that the next in-person training will be offered next spring. She will get final confirmation of that date at the next meeting of the ICCTA.

Legislative Report: Trustee Mackaman provided the following report:

- In the 101st General Assembly, more than 7,000 bills have been introduced, with nearly 700 of those marked as complete.
- Deadline for both the Senate and House to get substantive bills out of committee was May 10.
- Deadline for both the Senate and House to have a third reading of substantive bills is May 24.
- Regular session is scheduled to adjourn May 31, with the House and Senate in session each weekday, with the exception of Memorial Day.

Student Trustee Report:

Student Trustee Gaiter stated that students are always excited for the month of May. Classes for the spring semester are wrapping up and there are many club activities for students to enjoy.

- May 1: The Sign Club hosted a Mother's Day sale, selling 25 books.
- May 5: The International Club held a farewell party for international students with a tribute to the international students who are graduating or leaving.
- May 8: International Club held a cookout/study break for international students.
- May 8: The Campus Crusade (CRU) gave out free bibles to students and took the opportunity to educate students about CRU.
- May 14: Phi Beta Lambda (PNL) hosted a mentor/mentee luncheon where the students were able to share about their experience in this program.
- May 17: The Agri-Business Club held a forum with a question and answer session on the growing hemp industry in central Illinois.

Student Trustee Gaiter stated the Student Government Association (SGA) is inquiring what the Board would like to know about the students at ICC. Trustee Thetford stated it would be nice to know the following:

- What attracted them to ICC?
- What do they like about ICC such as class times/offers, amenities, orientation, activities, etc.?
- What do they dislike as a student at ICC?
- What could the Board of Trustees do to make ICC better for students?

Trustee Lamb stated that the Board is trying to do the best for students so the Board would like to know what can be improved.

Trustee Cannon inquired as to their thoughts on student housing.

Trustee Lamb asked if the SGA is a traditional body in terms of age. Student Trustee Gaiter stated they are all of a traditional student age.

President's Report:

Student Success Report: Dr. Quirk-Bailey stated that the student success story this month comes from SkillsUSA advisors, Kevin Wells and Kim Hawthorne. Both advisors agree that ICC SkillsUSA Chapter President Alex Davis exemplifies "student success."

According to Kevin and Kim:

"Alex continues to spend a great amount of her time helping us with recruitment of students for the organization across multiple disciplines. In addition, she has spent tireless hours helping with fundraising. She continually finds better ways to set up communication within our organization for both students and advisors, which is always changing based on the numbers of participants and the location of travel. She has assisted at every event when asked, and is always taking on a mentoring role for our students to prepare them for the next competition.

Alex is a former dual-credit student from Pekin High School and participated in SkillsUSA for two years with their chapter. Her major and concentration is photography and graphics communication. Her plan is to continue on from ICC with a focus in sports photography and on to ISU to complete a bachelor's degree in sports marketing.

This will be Alex's fourth year in SkillsUSA between her high school participation and current college participation, and she has one more year to go. This year she took three gold medals at the state SkillsUSA competition, including one in Photography, one in Pin Design, and one in Digital Photography Display. She has chosen the opportunity to compete at Nationals in June in the Pin Design competition with not only an opportunity to win a national medal, but potentially be selected as the Illinois State National Conference pin.

Kevin and I are very proud of Alex's accomplishments thus far. We believe she will continue to be an outstanding ambassador for Illinois Central College as well as the ICC SkillsUSA chapter."

Announcements – Dr. Quirk-Bailey shared the following announcements:

- The women's softball team won regionals and is headed to nationals in Clinton, Mississippi.
- There are two new faculty executives:
 - President: Professor Tom Higgins
 - Vice President: Professor James Decker
- The ICCTA has selected four final nominees for the Community Equity and Diversity awards. ICC is a nominee based on the Lumina grant and the community-wide program on conversations regarding diversity. The winner will be announced at the annual ICCTA convention awards dinner on Friday, June 7.

- **Simply Divine:** President Quirk-Bailey invited Kim Armstrong, Executive Vice President of Marketing, to speak on the Simply Divine event held recently on the Peoria Campus. Ms. Armstrong recognized Stephanie Holmes, Executive Director of the Foundation, and Erica Wright, Development Officer for the Foundation, for all of the hard work they did planning the event. The last dinner was held 5 years ago. The Culinary Arts program hosted 92 guests. There was a \$10,000 sponsor thanks to Church Women United and Patti Polk, a wine sponsor for \$7,500 in kind, and nine table sponsors at \$5,000 each. Tickets for this event sold for \$500. The live auction raised \$21,000. The net of the event was \$86,305. Tours of the facility were given throughout the evening. The Foundation, Marketing, and Facilities teams all did a wonderful job. Dr. Quirk-Bailey thanked Stephanie Holmes and her staff for their hard work on this event. She stated that we have to start reaching out to the community in new ways to expand support from the community. This event provided a great value proposition for that.

Treasurer's Report

Bruce Budde, Executive Vice President of Administration and Finance, highlighted that we are now ten months into the fiscal year. The negative variance in revenues is due to enrollment being lower than budgeted. Tuition revenue is approximately \$1 million short of projection. There are favorable variances on the expenditure side primarily due to employee benefits and recent pricing changes, favorable claim activity, and expenditure control including the timing of filling positions. The revenue side is showing favorable variances attributed to higher interest earnings.

Trustee Lamb asked for an example of a pricing change. Mr. Budde stated the employee contribution and deductibles, effective January 1, 2019, are now higher.

Mr. Budde stated that the Fund Balance is projected to be at 45 percent of expenditures in 2019. We are in the process of budget development for 2020. Revenues are projected to have no rate increase due to projected enrollment hours and a decline in property taxes. Revenues are down, but the expenditure challenge remains to provide salary increases to staff. At the June Board meeting, there will be a recommendation to increase funding to the Innovation Fund. The driver for this, as we try to control expenditures, is that we don't want to compromise strategy in things that will drive enrollments or service to our students, so the funding of the Innovation Fund is very critical to keep operating expenses in check.

Trustee Lamb asked about the projected credit hour decline. Mr. Budde stated it is expected to be two percent.

Dr. Quirk-Bailey stated that, in the past, ICC would budget based on the enrollment goal, which caused budget cuts mid-year if those goals were missed. Now we budget less than our enrollment goal, so we can create a very consistent environment for the students and employees.

Trustee Davis pointed out that we need to be cognizant of the fact that we are having a really good year in benefits.

Trustee Everett stated it is a reality that we live in a state of declining population and acknowledged that we are changing our strategy to reach out to non-traditional populations as well as changing the curriculum to meet the needs of people who have full-time employment.

Dr. Quirk-Bailey stated we are very focused on access to enrollment as well as student success; helping students persist and complete at higher levels.

Chair Everett moved to entertain a motion to accept and approve the Treasurer's Report for April 2019. Trustee Davis moved to approve the April Treasurer's Report as presented. Trustee Daniels seconded the motion. Chair Everett requested a roll call vote and the following Trustees responded "Aye": Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Diane Lamb, Frank Mackaman, Gale Thetford, Kelly Daniels, and Carl Cannon. "Nay": None. Absent: None. The motion passed.

Informational Items

6.1 Multiple Measures for Math Placement: 2019-20 Pilot

Dr. Laura Friesenborg, Associate Vice President of Institutional Effectiveness, invited Pete Fandel, Professor in Agricultural and Industrial Technologies and a co-chair for the College and Career Readiness team as well as the Multiple Measures team, to the podium to discuss Multiple Measures. Mr. Fandel will discuss how we have progressed with the strategic plan goal of developing different ways that students can demonstrate college-level readiness. The national research is showing that the sooner a student can get out of developmental courses the more likely they are to graduate with a credential.

Mr. Fandel stated the goal of Multiple Measures is to improve the students experience coming in to ICC, specifically in placement testing. We are finding that a higher number of students have been placed in developmental math than should have been. He also teaches math classes and found there is no correlation on the score that students got on the math test and how they perform in his math class. We are trying to improve the placement level to get students through college more quickly. Currently students are placed into math based on several different criteria: ACT or SAT scores, placement test, high school transcripts, or high school GPA. Multiple Measures is looking at a different way to place students into college-ready courses. The other project we are working on looks at the "electronic crosswalk". When a student enrolls into college and brings their transcript with them, we have it to assist in placement. If they do not bring it, there is not a good method to obtain it. Once it is finally received, it is scanned in as an image so, it is difficult for advisors to get the transcript and use it to assist in placement.

The goals of the projects are:

- Reduce the number of students that take placement tests.
- Reduce the incidence of under-placement of students into the basic college-level courses.

Mr. Fandel stated that ICC students were reviewed for all data that might help determine success in college. The student's first math grade at the end of the first semester was then added to this

data. A statistical analysis was then run on this data to determine which data points were the most accurate at predicting how the student performed in college. Overall high school GPA was the best predictor of college success by a very large margin.

Based on this data, placement standards were developed:

- If a student had an overall GPA of 2.8 or higher, that student is considered ready for college-level math courses no matter their ACT/SAT or placement testing.
- If a student had a 2.5-2.79 GPA, the student will be placed in to the co-requisite model where they dual enroll in the developmental and college-level math courses, which will provide extra support to get through the courses at a faster pace.
- If a student had a GPA lower than 2.5, they will be placed in the development course.

A pilot study will run in the fall. A flowchart was developed for advisors to guide them in the decision on how to enroll students.

Trustee Cannon asked if Math 099 is the one that we are supplementing the cost of. Dr. Quirk-Bailey stated yes. This math course will be used in the pilot course for the First Semester Experience, and students will get a free additional credit for a First Semester Experience which ends with an academic plan to completion.

Mr. Fandel reviewed the flowchart that has been developed to help guide advisors in placing students in the appropriate level math. Mr. Fandel reviewed the GPA scales for the feeder high schools that show the appropriate math placement based upon GPA. He stated this support was developed as they found that all high schools were using different standards for GPA.

Trustee Lamb asked about non-traditional students. Mr. Fandel stated that, if the student has been out of school 10 years or less, they will still count the GPA. They have found that non-traditional students tend to perform at a higher level for a variety of reasons.

Dr. Quirk-Bailey noted that the ALEX software allows a student to test and refresh their memory prior to taking a placement test. This is a great approach for someone that has been out of school for a while. It is not that they don't know how to do the math, they just don't recall how to do the math.

Trustee Thetford stated that she supports that GPA is a good predictor. However, some students don't apply themselves in high school but have turned their academic performance around in college. She asked if we will be looking at ACT or SAT as well. Mr. Fandel stated that we will be looking at those measures as well. Students can get into college based upon multiple measures.

Mr. Fandel stated that California is doing away with placement tests. There is also a school in Illinois that is moving to overall GPA to place students.

Dr. Quirk-Bailey stated that this is one of the six strategic strategies to increase completion and help students get through a degree. Programs have to be redesigned for how students are being placed, as it is one of the largest barriers that keep students out. She thanked Mr. Fandel and his team for leadership in this effort.

Trustee Davis appreciated that Mr. Fandel, as a professor, questioned placement of some students.

Dr. Quirk-Bailey stated that we are putting the bridge math course in place at the high school level. If students take that course, they are considered college ready.

Trustee Mackaman recalled that Dr. Quirk-Bailey, in her interview, had stated the single best predictor for success at a community college is if the student took math in their last year of high school.

Trustee Cannon asked if the feeder high schools have been notified if this is good and that was confirmed.

6.2 2018-19 Student Success Data Book: Midyear Update

Dr. Friesenborg provided an update on the student success data book. This resource is important in guiding decisions. She reviewed how the book is organized.

ICC is trending on almost every measure with our regional and national counterparts. ICC has three populations of students that need more help than most students.

She reviewed the performance of part-time students, which lags significantly behind other classes of students. Statistics show that the longer it takes to achieve a degree, the less likely a student is to achieve that goal. The second population of students that need more help are African-American students. Trustee Lamb asked what the percentage of African-American students is. Dr. Friesenborg stated it is between 13 and 15 percent, which was also confirmed by David Cook, Executive Director of Planning and Institutional Research. The third population of students that need additional help are students placed at the developmental level. They have developed different strategies for students to show that they are ready to perform at the college level, bypassing the developmental courses into which they placed. They are also looking at math co-requisites to help move students from development-level courses into college-level classes at a faster pace. Over time, new baseline data will be developed for comparison as students will be properly placed in the correct college-level course, which skewed the data in the past. We will also be disaggregating student data by course and then compare how they perform.

Dr. Friesenborg reviewed the strategies to improve student success, including several strategic plan projects such as Multiple Measures for math. A year from now they will be ready to pilot English placement under the Multiple Measures project. There is also a First Semester Experience that is being piloted in the fall and spring.

She reviewed other projects outside of the strategic plan, such as a redesign of the advising process currently being developed. They are also working on organizing courses by career cluster, which will enable students to choose a general area they are interested to explore rather than choosing a major right away. Other projects include Open Educational Resources (OER)

which provides textbooks for free to students, flexible payment options for tuition, and evening program offerings where a full program can be completed in evening programming.

Trustee Mackaman asked what percentage of the total student population exists in the three groups. Dr. Friesenborg stated that she could get that answer. Trustee Mackaman asked what percentage of resources are allocated to that group. Dr. Friesenborg stated that the Title III grant focuses on this population of students and helping them improve their performance which will, in turn, improve the overall average.

Dr. Quirk-Bailey reminded the Board that there are also federal TRIO grants as well as talent search grants that focus on developmental and African-American students, so we have brought in extra funds to support students in these populations.

Trustee Cannon asked, with regards to the African-American students, are these students coming from a predictable pocket in the community? Dr. Friesenborg stated that the data used is not tracking geographically. Trustee Cannon stated that if we get that data, we can develop efforts to get in front of that so the gap is not as wide when they start at ICC.

Dr. Friesenborg stated that those partnerships are critical and the bridge math course will be a key piece in those efforts. We don't just want to focus on the students that get here but help those students to get here as well.

Dr. Quirk-Bailey stated that ICC is providing data back to each student's high school on where they placed coming into ICC and how they performed in their first year to help create successful interventions. It is because of this data that we have focused on the bridge course in math to create a student success intervention.

Trustee Lamb asked how many students are in a pilot. Dr. Friesenborg stated that approximately 100 students are currently in a pilot, but we would like to continue growing that. As soon as technology is placed that will allow us to automatically upload data, it will greatly increase our ability to help students in this manner.

6.3 FY 2020 Institutional Operational Plan

David Cook, Executive Director of Institutional Research and Planning, provided an overview of the proposed objectives of the FY 2020 institutional operational plan, of which there are 15 objectives.

The Institutional Operational Plan (IOP) is one of the principal components of the overall planning structure. These represent, year to year, the critical jobs to be completed in the operational plan. These most frequently derive from the strategic planning efforts as well as other long-range plans at the College. When developing these objectives, they are defined along cross-functional objectives/initiatives that involve more than one department of the college so, generally, impact large numbers of students or the institution. They are generally scoped to be able to be completed in one year. These are organized by planning priorities, which include seven broad categories.

1. **Build Capacity for Change** – two objectives:

- A. Investigate, design, and implement employee professional development programs. The first primary initiative is the change management initiative to support the “people side” of change, led by Dr. Friesenborg.
- B. The development of the Deans Academy and the Faculty Assessment Academy, led by Dr. Emmanuel Awuah, Vice President of Academic Affairs.

2. **Diversity/Inclusion** – one objective:

- A. Design and implement programs to improve campus diversity. Three targeted outcomes:
 - Define global learning outcomes to be infused with the curriculum and prepare students to live, work, and thrive in an increasingly diverse global community.
 - Increase faculty diversity resulting from the assessment of FY 2019 outcomes, establishment of FY 2020 Affirmative Action goals, and implementation of a plan to meet targets for diverse faculty hiring.
 - Enhance understanding of and sensitivity to issues of diversity and equity through focused discussions and training with employees and students.

3. **Enrollment Management** – three objectives:

- A. Implement Phase I of the Constituent Relationship Management (CRM) platform to coordinate all prospect, applicant, and student communication via the CRM.
- B. Investigate and design a Community Outreach Framework with community-based organizations to integrate with Workforce programming. This has two targeted outcomes.
 - Develop and coordinate three community-based teams to align efforts supporting the emerging and upskill workforce, and workforce members with multiple barriers. Dr. Quirk-Bailey stated that the sponsoring organizations of this are the CEO Council, Urban League, Greater Peoria Economic Development Council, Council of the Unions, Goodwill Agencies, and ICC (Dr Kerr and Dr. Ali). This is a community-wide effort to develop processes to assist more adults in achieving a higher education credential.
 - Develop two partnership programs with community-based organizations that matriculate clients into ICC workforce/career and technical programs.
- C. Implement the Strategic Enrollment Management Plan elements and supporting initiatives for FY 2020. In addition to enrollment goals, there is a lot of emphasis on organization agility and how we develop and provide programs for the community including evening programming, pre-apprentice and apprenticeship programs, and the development of workforce programs.

4. Fiscal & Resource Management – two objectives:

- A. Investigate and design a Decision Band Method compensation program. This effort came from the wage study conducted in FY 2019. We are looking at ways standard operating procedures are developed for how we develop compensation and how they are put into practice.
- B. Design a Facilities Master Plan that aligns with the College Strategic Plan. This work is underway.

5. Institutional Advancement – three objectives:

- A. Investigate and design a plan for improving ICC's website, led by Kim Armstrong.
- B. Prepare for and host the HLC AQIP Pathway and ICCB recognition visits. The HLC will be on campus February 3-5, 2020.
- C. Implement Phase I of a college governance structure review. We are looking to develop a broad, high-level view of current structure and clarity around processes and practices.

6. Student Onboarding & Transitions – two objectives:

- A. Advance the use of Multiple Measures for academic placement in math and English.
- B. Design and implement additional high school-to-ICC curricular pathways, and ICC-to-university transfer pathways which are structured around career clusters. Dr. Awuah has three additional clusters planned for FY 2020 and establishing additional 2+2 agreements with four-year institutions to matriculate our transfer students. Trustee Lamb inquired which four-year institutions we currently have agreements with. Dr. Quirk-Bailey stated that we have standard agreements with most. What we are looking at is going back and restructuring those agreements to have a guaranteed junior placement for those students with only two years left to go. We are looking at universities who will allow ICC students to do a 3+1 so those credits will be taught at ICC and the students will be able to save money. We are reinventing the agreements we have to provide greater value to our students.

7. Student Success – three objectives:

- A. Implement the First Semester Experience pilot program, which will commence in the fall.
- B. Investigate and design technology-based strategies to support teaching and learning, which speaks to two areas:
 - How we set up the processes of adoption of OER materials and the establishment of an Instructional Technology Plan including physical standards and a review of our current Learning Management System;
 - Reviewing its overall health and how well it is serving the institution.

- C. Design and implement Phase II of a systematic approach to assess student learning. This will encompass CTE programs, more infusion into the disciplinary areas, and a technical component for the collection and reporting of data and what we do to establish improvement initiatives based on findings.

Trustee Lamb asked if every class does an assessment of learning. Dr. Awuah stated that every course does an assessment of student work. We are trying to make sure that, when a student receives a grade on their work, it can be aligned to the outcomes for that course. Grades are one way to do assessment. We must look at additional ways that students can demonstrate they have gained the knowledge, skills, and abilities that are needed in terms of what the instructor has established as the learning outcomes. The instructors may agree on specific outcomes that will demonstrate that the student has critical thinking, speaking, writing ability, and any other established outcomes for a class. ICCB wants to see uniformity of student performance/outcomes across teachers.

Trustee Mackaman stated that, looking at the objective of implementing phase 1 of a college governance structure review, he hopes that the process includes input between internal governance and the Trustees. It will be interesting, and we might find best practices for the governing board that the Board could implement.

Dr. Quirk-Bailey asked the Board to review this plan, as they will be asked to approve this plan next month.

Trustee Lamb stated she appreciates that employee development is an important part of this plan.

6.4 FY19 Quarterly Grant Awards Summary

Aloysia Mitchell, Chief Grants Development Officer, provided a year-to-date review of grants. ICC has received one sustainable agriculture minigrant this quarter.

Trustee Thetford asked, with regards to the Open Educational Resource grant that we did not receive, did we received feedback on that? Ms. Mitchell stated that there was only one college in the State of Illinois that received this grant. It was a very competitive process.

Trustee Thetford stated she would like to see, in the next report and ahead of the Board meeting, not as much detail but how we compare in this fiscal cycle to last year and five years ago. She feels that we are applying for a lot more grants or are more successful in getting them rewarded than we have been in the past.

Dr. Quirk-Bailey stated that the next report will be the annual grant update report and this information will be included. She feels that the grants being sought are targeted towards ICC strategy.

Action Items:

7.1 Semi-Annual Review of Closed Session Meeting Minutes

Trustee Mackaman moved to open the July 19, 2018, closed session meeting minutes. Trustee Cannon seconded the motion.

In accordance with Section 2.0 of the Open Meetings Act (5 ILCS 120/2.06), verbatim recordings of closed meetings may be destroyed after 18 months providing the Board approves the destruction of the recordings, and the Board has approved written minutes of the closed meetings which include date, time, location of meeting, the members of the Board of Trustees present or absent, and a summary of discussions.

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

7.2 Destruction of Verbatim Recordings for Closed Session Meetings

Trustee Mackaman moved to authorize the destruction of verbatim recordings for May 18, 2017; June 15, 2017; July 20, 2017; August 17, 2017; September 21, 2017; October 26, 2017; and November 16, 2017. Trustee Cannon seconded the motion.

In accordance with Section 2.0 of the Open Meetings Act (5 ILCS 120/2.06), verbatim recordings of closed meetings may be destroyed after 18 months providing the Board approves the destruction of the recordings, and the Board has approved written minutes of the closed meetings which include date, time, location of meeting, the members of the Board of Trustees present or absent, and a summary of discussions.

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

Unfinished Business:

Trustee Thetford asked that representatives from student government attend a Board meeting to present on the information that the Board is requesting.

Trustee Thetford recognized the Simply Divine event for their fundraising efforts and in bringing recognition to the program. She hopes that there are efforts in place to bring in school counselors and other community leaders that may not be aware of our Culinary Arts Program. Ms. Armstrong stated that it is being done. There will be some upcoming targeted marketing for programs that have gaps in enrollment.

Trustee Cannon thanked Dr. Quirk-Bailey for her efforts in the future enrollment of ICC student and her speech at graduation. Dr. Quirk-Bailey stated that the graduation was amazing and recognized Trustee Cannon and his organization in their work to save and change lives.

Trustee Lamb asked if a decision has been made on the Vice President of Student Success. Dr. Quirk-Bailey stated they are in the process of getting background checks on two candidates and expect to bring that decision to the next Board meeting.

New Business:

Trustee Thetford stated that having had more opportunities in reviewing minutes through her past experience, she wanted to thank the Secretary for the thorough minutes as they are helpful for the Trustees that are absent.

Trustee Thetford asked for new name tags. Ms. Armstrong stated that she would get them made.

Closed Session:

At 6:47 p.m., Chair Everett entertained a motion for closed session. Trustee Thetford 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; The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance (Section 2(c)(3) of the Open Meetings Act). Trustee Mackaman seconded the motion.

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

Chair Everett asked Dr. Quirk-Bailey to request that Bruce Budde, Dr. Awuah, and Michelle Bugos remain for the closed session. All other guests and staff members were excused. A break was taken from 6:48 to 6:58 p.m.

(Closed Session)

At 7:56 p.m., Trustee Mackaman moved to adjourn the closed session and resume open session. Trustee Cannon 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, Diane Lamb, Frank Mackaman, Gale Thetford, and Carl Cannon, “Nay”: None. Absent: None. The motion passed unanimously.

Open Session

Action Items:

12.1 Motion to delegate to the Chairman of the Board of Trustees the authority to approve and execute a Resolution Agreement in a pending employment case if agreement is reached upon such terms as the Chairperson deems appropriate.

Trustee Mackaman moved to delegate to the Chairman of the Board of Trustees the authority to approve and execute a Resolution Agreement in a pending employment case if agreement is reached upon such terms and conditions as the Chairperson deems appropriate. Trustee Thetford seconded the motion. Chair Everett requested a roll call vote and the following Trustees responded “Aye”: Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Diane Lamb, Frank Mackaman, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: None. The motion passed unanimously.

Adjournment:

At 7:59 p.m., Chair Everett entertained a motion to adjourn the open session and requested a voice vote. The motion passed. Chair Everett adjourned the meeting.

The next regularly scheduled meeting will be held Thursday, June 20, 2019, at 5:00 pm on the East Peoria Campus, Founder’s room.

P. Sue Bulitta
Secretary to the Board of Trustees