

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees
Minutes
June 20, 2019, 5:00 p.m.
East Peoria Campus, Founders Room

At 5:00 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, and Gale Thetford were present. Absent: Trustee Diane Lamb entered the meeting late.

Recognition

ICC Softball Team: Dr. Sheila Quirk-Bailey, President, invited Dr. Emily Points, Dean of Students, to speak. Dr. Points took the opportunity to recognize Coach Heather Doty and her team for making it to Nationals and representing Region 24 in Mississippi. She also congratulated Heather on being Region Coach of the Year and invited her to introduce the players. Coach Doty stated the team finished 24 and 16 for the season but, more importantly, wanted to note that the team of 19 players finished up the spring semester with a 3.604 GPA at an average of 14.5 credit hours per player. Other highlights for the team are the two blood drives the team hosted, collecting 106 pints of blood. St. Jude is the team's chosen philanthropy, and they raised over \$2,500 through a number of fundraising events totaling over 63 hours of volunteerism.

The following players were in attendance and introduced themselves: Lexy Trammell, Sam McKee, Abbi Taylor, Ceci Parker, Madison Vancil, and Jordan Heinz.

Pekin Community High School & ICC Dual Credit Program: Dr. Quirk-Bailey invited Dr. Danielle Owens, Superintendent of Pekin Community High School District 303 (PCHS) to speak. Dr. Owens is an amazing partner to ICC and the Dual Credit Program. Dr. Owens recognized the longstanding relationship Pekin School District has had with ICC. They continue to increase the offerings of dual credit courses. She invited Principal Amy Hubner, Assistant Principal of Curriculum Joel Schmieg, and several students to speak to the Board. Mr. Schmieg has been at the forefront of the Dual Credit Program coordinating the enrollment of students and tracking of requirements. Dr. Owens thanked the Board for their strong relationship and the availability of classes that are offered in the Dual Credit Program. It is a huge benefit for students to get a jump start into college. Mr. Schmieg recognized the seven counselors that help to coordinate the Dual Credit Program with the students. He also recognized Lisa White, ICC Coordinator - Early College, who leads the partnership for the Dual Credit Program with PCHS. Mr. Schmieg invited PCHS students Logan, Bailey, and Lauren to speak on to their experiences in the Early College Program. Pekin Community High School has three different offerings for Early College: Dual Credit, for ICC classes at Pekin High School; Early College, for classes held at an ICC campus or online, and advanced placement (AP) classes. Lauren stated that she graduated with 18-21 college credit hours. Taking college classes in advance of going to college has given her experience and confidence that she will be successful in college. She and her family are thrilled to have been able

to take these classes for such a small cost. Logan stated that he took eight AP classes and one ICC dual-credit class and will be taking two summer chemistry classes at ICC. Together, this will finish his freshmen year of college requirements, saving him roughly \$37,000 before even entering college. The Dual Credit program allows a student to take both a class and a lab together, which is not the case in an AP class. Any student taking an AP class that requires a lab will have to retake the class once they get to college, since colleges normally do not allow a student to take a lab without being enrolled in the accompanying class. Olivia spoke on why she chose six AP classes over dual-credit classes. She said she may be going to school out of state and the AP classes are largely transferable, so she chose that option. She also was more familiar with AP classes; Dual Credit was a newer program. Mr. Schmiege spoke about the hybrid AP chemistry class. The first semester is ICC dual credit and the second semester is an AP class so students will get the dual credit but also are able to take the AP exam, so it is the best of both worlds.

This past fall, students took a total of 54 ICC transferable credits. There is also a long list of CTE classes offered. There were 61 dual credits earned in the fall; in the spring, 94 students were enrolled in CTE classes.

The students shared their experiences with AP classes. They also stated they would like to see a dual-credit calculus class.

Trustee Davis questioned what message ICC needs to bring to the students to help them understand how valuable Early College can be. Lauren stated it is important to know that these credits will transfer to other higher institutions. Logan stated that students are very familiar with AP classes since they have been offered for many years and their siblings have often taken AP courses. As familiarity grows, so should the number of students registered in dual-credit classes. Lauren stated important messaging would be that if a student passes the class, they will get the credit. There is no AP exam to take beyond the class.

Student Trustee Gaiter asked what motivated the students to take dual-credit classes. The students stated that they wanted the challenge and were motivated by earning college credit.

Dr. Quirk-Bailey stated that she wanted to give credit to Pekin Community High School because, during the 2017-18 year, there were 8 different classes offered (some with multiple sessions) for a total of 137 dual-credit enrollments. This last year, the sections increased by 7 for an 87 percent increase and the number of credit hours increased by 91 for a 66 percent increase. PCHS has adopted this program and is working really hard to bring this opportunity to the students.

Retiring Administrators: Dr. Quirk-Bailey stated that there are three administrators retiring at the end of the month:

Coach Sue Sinclair: Dr. Quirk-Bailey recognized Sue Sinclair, Director, and Athletics & Physical Education, who has been at ICC for nearly 30 years. She has been an integral part of the Athletics program at the College. In addition to athletics director, she also has served as assistant athletics director, assistant softball coach, director of physical education, and head volleyball coach. Coach Sinclair's overall coaching record is 953 wins and 446 loses in volleyball. Coach Sinclair's teams have enjoyed phenomenal successes under her leadership,

including two national championships for volleyball and softball. In total, Coach Sinclair has coached 17 teams to qualify for Nationals, and 85 players have moved on to play at the next level (NCAA DI, DII, DIII, and NAIA).

Coach Sinclair has also received many individual accolades, including her induction into the American Volleyball Coaches Association Hall of Fame in 2018, the 25 Women in Leadership Award in 2018, the National Association of Collegiate Directors of Athletics Junior College/Community College Central Athletic Director of the Year in 2005-06, and the NJCAA Volleyball Coaches Association Hall of Fame in 2004, just to name a few. We all would like to thank Coach Sinclair for service to ICC and wish her good luck in her retirement.

Coach Sinclair thanked the Board, the institution, and her own staff for all of the support they have given her over the years. The Board and attendees recognized Coach Sinclair with a standing ovation.

Dean Ellen George: Dr. Quirk-Bailey recognized Ellen George, Dean of Corporate and Community Education, where she has been employed since 1999. In her role, Dean George works with organizations and businesses of all sizes to develop and implement training programs that increase overall workforce skills and competencies. Dean George also has responsibility for the development of community-based programs for children in 4th grade through individuals in their 90's. Corporate & Community Education serves about 11,000 to 13,000 individuals per year.

During her tenure at ICC, Dean George has developed training in the areas of information technology, industrial safety, continuing education for healthcare professionals, organizational effectiveness, truck driving, Adult Community Programs for personal enrichment, College for Kids, SAT/ACT Prep Courses, Children First, and Traffic Safety.

In addition, Dean George played a key role in the development and implementation of several grant programs including weatherization programs/certifications, the Highway Construction Careers Training Program, the Solar Pipeline Training Program, and the regional Motorcycle Rider Safety Program.

Dean George stated that it takes the support of everyone to get things done and she is very appreciative of all of the support she has received through the years.

Dean Jennifer Swartout: Dr. Quirk-Bailey noted that that Jennifer Swartout, Dean of Humanities, has accepted a new position and is leaving at the end of the month. Her leadership has been amazing in terms of ICC's First Semester Experience, On Course Training, Accelerated Learning Program (ALP) in English, and the high school transition course.

Hearing of Citizens: No comments from citizens.

Conflict of Interest: None.

Appointment of Vice Chair

Trustee Thetford recommended Trustee Carl Cannon for Vice Chair of the Illinois Central College Board of Trustees for a one-year term and asked for any other nominations. Hearing none, Trustee Thetford moved that the ICC Board of Trustees elect Trustee Cannon as Vice Chair for a period of one year. Trustee Davis seconded the motion. Chair Everett requested a roll call. The following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: Trustee Diane Lamb entered the meeting late. The motion passed.

Consent Agenda

Chair Everett asked if any Trustee wished to pull an item from the Consent Agenda. Trustee Thetford asked to remove Item 2.1 - Minutes of the Closed Session of the Meeting on May 16 to make a correction to those minutes. Trustee Thetford also motioned to approve all other items on the consent agenda. Trustee Daniels seconded the motion. Rick Joseph, legal counsel, asked for clarification that only the closed-session minutes were being removed. Trustee Thetford confirmed.

Minutes:

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

Personnel:

New Hires

- Conner Buenting: FT Marketing Coordinator
- Cearra Burrell-Williams: FT Campus Service Representative II
- Michelle DeVore: FT Workforce Development Manager
- Kayla Thompson: FT Communications Coordinator

Change of Status

- Karen Giesler: From: Success Coach – Advisement and Counseling Services To: Academic Advisor: Math, Science and Engineering
- Leslie Swearinger: From: Bookkeeper – Bookstore To: Accounting Specialist – Motorcycle Safety Program

Separations

- Carita Bright: Manager, Customer Relations – Financial Assistance
- Jarrod Bainter: Technical Director – Performing Arts Center
- Alisa Cotton: General Housekeeper – Custodial Services
- Brad Dietrich: Manager – Workforce Development
- Drew Veskouf: Coordinator – Social Media and Web Marketing – Marketing

Retirements:

- Roger Diveley: Set Up Operations – Custodial Services

Purchase Report:

Bid Items:

- Technology Center Smart Classroom Upgrade (\$101,071.03)

Direct Purchases:

- Precision Planter Upgrade—Bottom Line Solutions (\$35,639.25)
- Hunter Vehicle Lift—AMTV Equipment Sales (\$33,571.00)

Used Equipment:

- Dump Truck—Western Specialty Vehicles (\$27,274.00)

Bills Including Conference and Meeting Expenses:

- Education Fund—\$ 3,348,756.45
- Operations and Maintenance Fund—\$ 543,329.58
- Operations and Maintenance Fund Restricted—\$ 347,397.77
- Bond and Interest Fund—\$ 725,665.00
- Auxiliary Fund—\$ 417,694.02
- Restricted Fund—\$ 893,275.07
- Audit Fund—\$ 2,573.28
- Liability, Protection, and Settlement Fund—\$ 240,619.55

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

Trustee Thetford moved for the approval of the closed-session minutes of the regular monthly meeting on May 16, 2019, with the change at the beginning of the minutes where it is stated that Chair Thetford called the meeting to order. It should state that Chair Everett called the meeting to order.

Trustee Thetford moved to approve the amended closed-session minutes. Trustee Cannon seconded the motion.

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

Announcements: None

Board of Trustees Chair Reports:

ICCTA Report: Trustee Davis provided a report on the ICCTA Annual Convention. Information presented was a refresher; not a lot of new information presented.

Dr. Quirk-Bailey shared information on the nomination. ICC was nominated for the Diversity & Inclusion award but did not win.

Legislative Report:

- State lawmakers wrapped up the spring session after passing a \$40 billion balanced budget and a \$45 billion capital construction plan.
 - ICC received \$5.1 million in capital construction bill funding – for access and wayfinding improvements, as well as building and road improvements.
 - The budget is funded by new and increased taxes and revenue streams.
 - Graduated income tax rates, if voters approve a change to the Illinois Constitution to do away with the current flat-rate structure
 - Recreational marijuana
 - Gambling expansion
 - Other taxes – gas tax, etc.
 - Opponents cite \$6 billion in unpaid bills, as well as \$134 billion in unfunded pension liability.

Student Trustee Report:

- June 18: ICC held New Student orientation for incoming students, where they learned more about the school, met some of the current students/staff, and toured the campus.
- June 19: Groups of student organizations such as Phi Theta Kappa (PTK), the Student Association for the Environment (SAFE), Pre-Health Club, and Student Government Association held a game night, where students came together to strengthen relationships and share information on topics that are relevant to all of the organizations.
- June 24-28: Phi Beta Lambda (PBL) is traveling to Texas for a national conference.

Student Trustee Gaiter provided a report back to the Trustees regarding their questions asked of the Student Government in the May 2019 Board meeting.

1. What attracted students to ICC? Affordable, locality close to home, already knew students that attended ICC, and familiarity with school.
2. What do students like about ICC? Food pantry; Harvesting Dreams, meeting new people; diverse campus; and many resources such as tutoring and studio lab; TRIO; and campus housing.
3. What have they disliked about ICC? Students feel that some of the counselors give students unnecessary classes.
4. What could the Trustees do to make ICC better for students? Students would like ICC to be more reasonable for students. The cafeteria closes before the majority of

students are out of class at 3 p.m. Many of the students do not have cars, so they do not have access to food.

5. What are the students' thoughts on campus housing? The Wi-Fi is not the best on campus or in campus housing. The lighting around Buildings 5 and 6 is extremely poor, so it is very dark when doing campus security walks. The students would like to have the pool closing hours match those of the clubhouse. Housing should also provide an ATM machine. Students have to walk over to main campus in order to access cash.

Trustee Thetford congratulated Student Trustee Gaiter for listening to the Board at the last meeting and coming back so quickly with the information asked for. She stated that some of the items asked for are surprising for the Trustees and they want to work to remedy the situations. This information is helpful for the Board.

President's Report

Student Success Report: Dr. Quirk-Bailey stated ICC will host the **Ready to Work Expo** on July 11 and 12. The focus will be career and technical opportunities for recent high school grads, the unemployed, and those who would like to retool their job skills. Therefore, she thought it would be fitting to bring an alumna's story from the **Highway Construction Careers Training Program**, which is one of the CTE programs.

LaShawn Oglesby was born in Chicago and raised in Peoria. She chose to enter the Highway Construction Careers Training Program because it was close to home, which is an important thing to a working, single mom of three. She graduated in 2013 and is still enjoying success in her chosen field. When she entered the program, her goal was to use the resources ICC provided in the real world, with a real world job that would provide for her family.

When asked what surprised her about ICC, LaShawn said, "It was the connection that I had with every teacher in the construction program. They want you to learn, provide one-on-one learning, encourage participation, and help you push through it. It was just an amazing experience for me."

LaShawn said feeling comfortable enough to go in before and after class with questions and the many resources available helped make a big difference in her success especially with the math portion. She said ICC prepared her well for a career, because students get a taste of several different trades with hands-on experience to help them discover which one fits their interests.

The career path LaShawn took was to become a laborer. She now works as a laborer for Local 231 in Pekin. When asked what advice she has for potential students, LaShawn was ready with this sound advice, "Don't give up. Always push for greater. When times get hard, don't pull out. Just go for it because there are people at ICC who will help you. So follow your dreams, no matter what the obstacle."

5:53 p.m. Trustee Thetford stepped out of the meeting.

5:55 p.m. Trustee Thetford rejoined the meeting

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

- Dr. Quirk-Bailey welcomed Rocco Cappello, the new Vice President of Student Success, and provided an overview of his work history and notable achievements.
- Dr. Quirk-Bailey stated that summer enrollment is still trending down. Enrollment over the summer was down 2.6 percent with credit hours down 2.9 percent.
- ICC received a 5 percent increase from the State of Illinois on the budget. The money is still \$3.9 million less than what was received in 2010. The majority of the \$5.1 million in capital construction funding will be spent on the Edwards Building including new windows, updated architectural panels, and a new student entrance. It will also be used to resurface parking lots and roadways.
- Dr. Quirk-Bailey recognized Dr. Jill Wright, Assistant Vice President of Academic Affairs, who is part of the peer core of reviewers. She has had training and experience evaluating other colleges in terms of their ability to meet HLC requirements. The Peer Review Core has approximately 2,200 education professional members. Each year, HLC chooses three members to honor for their exceptional work as Mighty Mentors. Dr. Wright was chosen as a Mighty Mentor.
- The Ready to Work Expo is coming up on July 11 and 12.
- Dr. Rita Ali, Vice President of Diversity & Community Impact, will be doing an event next week for community-based organizations. We are planning to create a systemic process where organizations refer clients that are ready to ICC. There will be a systemic transfer. We appreciate Dr. Ali's leadership as well as the Urban League.

Trustee Cannon stated that the monthly student success reports are amazing and wanted to recognize Valerie Welsh, for these amazing stories. Dr. Quirk-Bailey stated that she is also responsible for the legislative report.

Treasurer's Report

Bruce Budde, Executive Vice President of Administration and Finance, noted that we are 11 months into the fiscal year. Revenues are trending down. Expenditures are at a six percent variance.

On the revenue side, the variance is unfavorable overall, driven by tuition as enrollment was lower than expected. Investment returns and interest rates have moved up, helping to offset some of the loss.

On the expenditure side, there is a favorable variance to all the expenditures across the board. Salary and benefits are where the main savings are, mainly due to the timing of filling positions. On the benefit side, the positive variance is mainly due to favorable health claim activity. Write-offs are lower than originally budgeted.

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

Informational Items

7.1 FY20 Strategic Enrollment Plan

Kim Armstrong, Vice President of Marketing and Institutional Advancement, presented on the FY20 Strategic Enrollment Plan. The plan was rebooted in February of 2019. The ultimate goal is to always think of and address barriers to student success and completion.

Three primary areas of focus:

1. Increase prospects and recruiting efforts.
2. Increase applicant conversion rates.
3. Implement initiatives to yield higher persistence and completion rates for degree/certificate seeking students (retention).

1. Increase prospects and recruiting efforts. There are eight initiatives underway:

A. A prospect database has been developed based on the following categories:

Prospects vs. Enrolled – Traditional and Adult

a. Prospects

- All District 514 high school seniors with SAT scores
- All applicants for Fall 2019 not enrolled
- Dual Credit students not enrolled (not previously marketed to)

b. All students enrolled previous three terms but not fall 2019

- Traditional or adult learners (stop-outs)

A fall push campaign has been developed segmented by the following categories and using photos that are representative of that peer group. This campaign targeted 20,000 individuals via email, direct mail, text messaging, and social media.

- Adult market
- Traditional market
- Currently enrolled students but not re-enrolled
- Past students

B. Design CRM to track new inquiries through enrollment cycle.

C. Determine capacity in programs identified as high demand based on Emsi.

D. Expansion of current course offerings providing more options in new programs or modality changes. In the fall, there will be one new program added in the evening and

three programs will be offered as AP courses. In the spring, three programs will have a spring start to be more responsive to our community's needs as far as timing in starting a program. Marketing is now working three semesters out to help prospects better plan.

- E. Build business process for alignment between program offerings and labor market– Workforce Development Division. ICC will host a Ready to Work Expo on July 11 and 12 that will promote programs with high-demand jobs. This expo will focus on increasing the pipeline of students that are ready to be interviewed or trained for current opportunities. It will also educate the community on the availability of programs that one can take and complete in a short amount of time, as well as programs that one can graduate from in two years.
- F. Create a targeted onboarding process to convert high school dual-credit students to on-campus degree/certificate seeking students. We currently convert 33 percent of dual-credit students to ICC students and are looking to increase that by 5 percent.
- G. Develop a cross-functional campus visit program with increased support.
- H. Increase and measure high school outreach. This past year, the three admission representatives made over 200 high school visits. Ms. Armstrong provided an overview of a geofencing student push campaign that, for a \$1,500 investment, completes 1,300 actions.

2. Increase our application to conversion rates.

- One project that we have taken on, for the CRM to be effective, is developing a process on how we communicate with students. This program has been mapped out for all marketing and communication efforts. Everyone will be able to look at what activities are coming up and what actions need to be taken.
- In increasing the conversion rates, the Admissions team has increased call rates by 220 percent. This equates to 12,000 calls in the last 12 months compared to just under 4,000 in the previous 12 months. Of those calls, 6,500 were outbound calls. The year before, only 2,000 outbound calls were made.
- We are focusing on territories with the biggest year-over-year gaps.
- Recruiting has evolved from recruiting to education sales. Admissions is becoming more involved with every step of the recruitment process, which has yielded great results.
- Admissions has formalized tours and training of student tour guides. We now have 7 tour guides where previously we had one student tour guide. In September, we will have 15 student tour guides. Having more student action creates better messaging for prospective students. The Admissions team all has branded gear so everyone understands who they are. The CRM will centralize the recruiting efforts.

- Feedback recently provided to the admissions team (from training they recently attended) is that there is hesitation in rural areas to come visit campus when it is hard to get here. They say coffee meetups may address this concern. As a test, we have several coffee meetups scheduled in the surrounding rural areas.
3. Retention – We are implementing the following initiatives to yield higher persistence and completion rates for degree/certificate seeking students:
- Develop holistic advising models based upon student completion.
 - Implement new advising and retention software to assist in resource allocation devoted to student persistence.
 - Evaluate communication methods and messaging to students for retention and intervention purposes. There are times to call, email, and text. We are using industry best practices to make those decisions. The Title III project is also helping with these retention efforts.
 - Implement online scheduling for advising. An average of 283 appointments per month were scheduled online.
 - Implemented FATV financial aid TV.
 - 489 videos have been watched in the last 30 days.
 - 2,500 videos have been viewed since implemented on Nov. 1, 2018.
 - There are 109 custom responses built.
 - The number one question is “How do I fill out my FAFSA?”
 - From November to June, there were 534 actual chats through FATV. This volume spiked at Christmas from December 19 through December 28 when ICC is not even staffed.
 - There are about 1,400 interactions per week. Half of those are coming Tuesday through Thursday. The interactions we would not have reached are those we are talking to on Friday evening through Sunday.

6:16 p.m. Trustee Lamb joined the meeting.

Trustee Davis referenced the statement by Student Trustee Gaiter that one of the things students do not like about ICC is that advisors sometimes enroll the student in classes they do not need. What, if anything, do we provide so students can see what classes are required for their program?

Dr. Quirk-Bailey stated that we have created templates for each major. Through Title III, one of the things we will get is an overlay for PeopleSoft. Piloting in fall is the First Semester Experience. The goal of that program is developing an academic plan to completion that is tracked electronically. People will be able to see the tracking of course work needed and how they are tracking to that plan. While some students state that they may have been misadvised, other students are self-advised, which is why we need to invest in these software systems that make it as easy as possible for students to understand what they need.

In meeting students where they are, we are also doing a lot more text communications because texts don't require anyone to answer. The Admissions counselors are getting responses back when they leave their email addresses.

Action Items

8.1 Institutional Operational Plan

Trustee Cannon moved to approve the FY20 Institutional Operational Plan. Trustee Davis seconded the motion.

Dr. Quirk-Bailey stated some of the time frames are being extended and the number of programs to convert to evening college will be changed from four to two.

Trustee Lamb asked what two programs will be converted to evening college and what two programs are being put on hold. Dr. Emmanuel Awuah, Vice President of Academic Affairs, stated that the Drug and Alcohol training program will be offered in the evening this fall and the Culinary Arts program will be offered in the spring.

Dr. Friesenborg stated that we are looking at more apprenticeship programs. This year's focus is the eight-week, boot-camp-style programs and apprenticeships.

Trustee Thetford asked for clarification on what two programs were put off. Dr. Quirk-Bailey stated we will get the names of the two programs that are being postponed.

Trustee Cannon asked if we are moving forward with pre-apprenticeship and eight-week programs. Dr. Quirk-Bailey stated yes and the first pre-apprenticeship program is full which started last week. The second section is almost full. The plan is to run four more sections this year.

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

8.2 Transfer of Working Cash Fund Interest Resolution 2019-03

Trustee Thetford moved to approve Resolution 2019-03 - the Transfer of Working Cash Fund Interest. Trustee Davis seconded the motion.

RESOLUTION NO. 2019-03: TRANSFER OF WORKING CASH FUND INTEREST

WHEREAS, the monies available in the Working Cash Fund have earned interest from periodic investments throughout the year,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer these earnings to the operating funds for use in meeting current obligations,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 that all interest earnings received and accrued as of June 30, 2019, be transferred to the Educational Fund of the District.

Trustee Thetford stated that the best part of this action is that the interest transfer will now be \$300,000 versus the \$75,000 originally planned for.

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

8.3 Interfund Transfer – Resolution 2019-04 (Foundation Funding)

Trustee Thetford moved to approve Resolution 2019-04 - the Interfund Transfer for Foundation Funding. Trustee Cannon seconded the motion.

RESOLUTION NO. 2019-04: INTERFUND TRANSFER FROM EDUCATION FUND TO RESTRICTED PURPOSES FUND

WHEREAS, effective June 30, 2019, \$375,000 in unrestricted funds is available in the Education Fund for transfer,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer \$375,000 of these funds to the Restricted Purposes Fund to cover operations in the Educational Foundation,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 that effective June 30, 2019, \$375,000 be transferred to the Restricted Purposes Fund.

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

Trustee Thetford stated that initially a need was anticipated to transfer \$475,000 to support the Foundation operations; due to lower operational expenses than expected, only \$375,000 needs to be transferred.

8.4 Interfund Transfer – Resolution 2019-05 (Auxiliary Funding)

Trustee Thetford moved to approve Resolution 2019-05 - the Interfund Transfer for Auxiliary Funding. Trustee Daniels seconded the motion.

RESOLUTION NO. 2019-05: INTERFUND TRANSFER FROM EDUCATION FUND TO AUXILIARY FUND

WHEREAS, effective June 30, 2019, \$1,200,000 in unrestricted funds is available in the Education Fund for transfer,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer \$1,200,000 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 June 30, 2019, \$1,200,000 be transferred to the Auxiliary Fund.

Trustee Thetford stated that these are funds needed to support ICC programs for our students.

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

8.5 Interfund Transfer – Resolution 2019-06 (Capital Projects Funding)

Trustee Thetford moved to approve Resolution 2019-06 - the Interfund Transfer for Capital Projects Funding. Trustee Daniels seconded the motion.

RESOLUTION NO. 2019-06: INTERFUND TRANSFER FROM OPERATIONS & MAINTENANCE FUND TO CAPITAL PROJECTS FUND

WHEREAS, effective June 30, 2019, \$200,000 in unrestricted funds is available in the Operations & Maintenance Fund for transfer,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer \$200,000 of these funds to the Capital Projects Fund to cover miscellaneous building projects and building maintenance that results in extending the useful life of our facilities,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 that effective June 30, 2019, \$200,000 be transferred to the Capital Projects Fund.

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

8.6 Interfund Transfer – Resolution 2019-07 (Strategic Innovation Initiatives)

Trustee Thetford moved to approve Resolution 2019-07 - Interfund Transfer for Strategic Innovation Initiatives. Trustee Daniels seconded the motion.

RESOLUTION NO. 2019-07: INTERFUND TRANSFER FROM EDUCATION FUND TO

RESTRICTED PURPOSES FUND TO FUND THE INNOVATION PROJECTS RESERVE

WHEREAS, effective June 30, 2019, \$1,000,000 in unrestricted funds is available in the Education Fund for transfer,

AND WHEREAS, the Board of Trustees has deemed it to be in the best interest of the College to transfer \$1,000,000 from the Education fund to the Restricted Purposes fund to the Innovation Projects Reserve to be used to support strategic initiatives designed to create value for our students and the institution as a whole.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 514 that effective June 30, 2019, \$1,000,000 be transferred to the Restricted Purposes Fund to fund the Innovation Projects Reserve.

Trustee Thetford stated that this is the third year funding the Innovation fund. Chair Everett stated this fund provides flexibility in being able to take action on opportunities presented throughout the year.

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

8.7 Tentative Budget 2019-2020

Trustee Thetford moved to approve the tentative budget for 2019-2020. Trustee Daniels seconded the motion.

Mr. Budde presented the FY 2020 tentative budget. The tentative budget must be available to the public for 30 days so we will come back for approval at the August meeting.

The goal with a budget is to align resources, support operations, and drive strategy. The College is doing a great job with the resources we have, but the larger picture demonstrates that the current funding model is unsustainable. We are now at the point where we have to start looking at what we have to cut to balance the budget. The budget, as presented, is balanced. The deficit in the Tort fund is due to the planned effort to spend down the fund balance, which currently exceeds targeted levels. The currently operational structure has been much taxed to be able to balance.

Trustee Lamb asked how the Tort fund is too much. Mr. Budde stated it is designed to levy for what is needed and this was designed from a tax purpose standpoint. We have been efficient with this fund so, over time, we have accumulated fund reserves beyond the fund balance policy of maintaining 25-50 percent of operating expenditures.

The budget focuses on helping more students to be more successful. FY 19 results include ending with a \$1.4 million surplus in fund reserves that will be moved to the Innovation fund. We need to

continue to invest in technology and workforce. There are tremendous opportunities for workforce in our market that we need to serve. The SPOL implementation has assisted tremendously in taking an integrated budget approach in planning and strategy. The key with SPOL is that we are improving communication throughout the College, enabling us to make better-educated decisions.

Trustee Lamb asked if the \$1.4 million surplus is due to internal efficiencies or State funding. Mr. Budde stated that it is due to a lot of work done here as well as timing.

There are a number of opportunities that will enable the college to invest in strategy and other things that will move the institution forward that include: the Innovation fund, the tech and building bonds, building and remodeling funds, and excess Life Safety fund. These will help the College cover the enhanced requests that will drive strategy and operating objectives. This will not solve the sustainability of current operations but can help drive enrollment going forward to correct the current trend.

Dr. Quirk-Bailey stated that these pools are one-time money; they will not systemically solve the issue. However, once the SPOL process was implemented and all the needs came forward, we were able to see critical needs where students were not being served well with the tools and resources available. This will help us take a big step forward in the support of our faculty and students and the tools they have in the classroom.

Mr. Budde stated the primary budget assumptions on the revenue side are:

- A decline in enrollment of two percent is projected. The positive on the tuition side is we have put in \$400,000 in increased workforce revenue due to investments we are making in those programs, which should positively impact revenue.
- Increase in State funding of five percent which is approximately \$240,000 in operations (but still \$4 million short as compared to previous years).
- Real estate taxes are down \$700,000 due to the EAB and supplemental rate from the ICCB which was decreased this year.

The basic assumptions on the expenditure side are:

- An increase in salaries of 5 percent is projected. CPI wage increase of 2 percent (non-bargained employees) and 2.5-3 percent (bargained positions).
- Vacant positions, if all filled, would total a 5 percent increase.
- Increase in employee benefits.
- Enhanced budget requests totaling \$6.4 million (\$2.5 million are high-priority items). None of these enhanced requests are in the operating budget so they would have to be funded through the other opportunity pools such as the Innovation fund.

Mr. Budde provided a context of variability to track potential exposure:

- Enrollment could trend lower.
- Benefits could see variability, which is an exposure being self-insured.
- State funding could be tighter than anticipated.

- Salaries and how positions are managed and filled could vary.
- Workforce funding could trend lower.

The College is projecting to finish the FY19 budget cycle at \$55.2 million and the FY20 budget will move up to approximately \$57.2 million, mostly due to salaries.

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

8.8 Authorization to Expend: 2019-2020

Trustee Thetford moved to approve the Authorization to Expend for 2019-2020 until the final budget is adopted in August. Trustee Daniels seconded the motion.

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

8.9 Approval of One-Year Contract for Bruce Budde, Executive Vice President of Administration and Finance

Trustee Lamb moved to approve the one-year contract for Bruce Budde, Executive Vice President of Administration and Finance as presented. Trustee Davis 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, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: None. The motion passed.

8.10 Approval of One-Year Contract for Dr. Emmanuel Awuah, Vice President of Academic Affairs

Trustee Lamb moved to approve the one-year contract for Dr. Emmanuel Awuah, Vice President of Academic Affairs as presented. Trustee Davis seconded the motion.

Trustee Thetford thanked Dr. Awuah, noting this past year was challenging. His leadership was greatly appreciated.

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

Unfinished Business: None.

New Business:

Trustee Thetford stated that Trustee Daniels has been named one of the 25 Women in Leadership this year.

Trustee Thetford stated that she, herself, has been involved with the fundraising with the “Restore the Shaft” project – the re-erection of the civil war monument that was dedicated October 11, 1866. This Saturday, the project will break ground at Springdale Cemetery.

Trustee Lamb stated she was late due to attending a field day with the Agricultural Consortium. They were also promoting the field day event for the wetlands projects at ICC to be held on July 25, 2019.

Dr. Quirk-Bailey stated the field day is being used as an educational event, so agriculture professionals from around the state have been invited to take part.

Closed Session:

At 7:07 p.m., Chair Everett entertained a motion for closed session. Trustee Davis 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 setting of a price for sale or lease of property owned by the public body, (Section 2(c)(6) of the Open Meetings Act); and 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 Davis 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, 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 7:07 to 7:17 p.m.

(Closed Session)

At 7:59 p.m., Chair Everett entertained a motion to close the Closed-Session of the meeting. Trustee Davis moved to adjourn closed session and resume open session. Trustee Thetford seconded the motion. Chair Everett requested a voice vote and everyone responded “Aye”. “Nay”: None. Absent: None. The motion passed unanimously.

Open Session:

At 8:01 p.m., Chair Everett entertained a motion for closed session. Trustee Thetford moved that the Board of Trustees conduct a closed session to discuss 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): 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 Daniels 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, Gale Thetford, and Carl Cannon. "Nay": None. Absent: None. The motion passed unanimously.

Chair Everett noted that all parties are still present for closed session.

(Closed Session)

At 8:33 p.m., Chair Everett moved to adjourn the closed session and resume open session. Trustee Davis seconded the motion. Chair Everett requested a voice vote and everyone responded "Aye". "Nay": None. Absent: None. The motion passed unanimously.

Adjournment:

At 8:34 p.m., Chair Everett entertained a motion to adjourn open session. Trustee Cannon seconded the motion. Chair Everett requested a voice vote and everyone responded "Aye". "Nay": None. Absent: None. The motion passed unanimously. The meeting was adjourned.

The next regularly scheduled meeting will be held Thursday, July 18, 2019, at 5:00 p.m. on the East Peoria Campus, Founders Room 211.

P. Sue Bulitta
Secretary to the Board of Trustees