

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees
Minutes
July 18, 2019, 5:00 p.m.
East Peoria Campus, Founder's Room

At 5:00 p.m., Chair Everett called the regular meeting to order and asked Trustee Daniels 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 were present. Absent: Trustee Diane Lamb attended the meeting remotely, and Gale Thetford was absent.

Trustee Davis moved that the Board of Trustees allow Trustee Lamb to attend this Board meeting via conference call due to business travel out of state. Trustee Daniels seconded the motion. Chair Everett requested a roll call. The following Trustees responded "Aye": Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Kamarni Gaiter, and Carl Cannon. "Nay": None. Absent: Gale Thetford. Trustee Lamb did not vote. The motion passed.

Recognition

Dr. Quirk-Bailey, President, welcomed Mark Matthews, Program Coordinator for Caterpillar Inc., ThinkBig Program, one of ICC's first major partnerships with Caterpillar. Mr. Matthews invited Jeff Fitch, Global Dealer Learning Division Manager, to speak. Mr. Matthews also introduced Bobby Kellum, ThinkBIG/ABC Deployment Learning Consultant from Caterpillar, and ICC staff members Dawn Witt, ThinkBig Administrative Assistant, and Ron Albertson, ThinkBig Instructor. Mr. Fitch thanked the Board for inviting the program to speak on what they are doing at Caterpillar and how ICC supports that effort. The ICC ThinkBig program was the first program of this kind. It has grown from a collaboration between ICC and Caterpillar to a global program.

On May 1, Caterpillar announced a corporate strategy to double its service revenue of nearly 3 million engines around the world. Caterpillar currently has 63,000 technicians globally. Over the next 6-8 years, due to attrition and increased volume, Caterpillar expects to see approximately 100,000 technicians participate in service programs at community colleges and other centers. They will more than double the number of service technicians to meet the demand of their customers. While they need to have quantity of technicians, they also need to have quality of work in those technicians. Mr. Fitch recognized ICC for the volume of students that graduate who also understand the importance of safety. While Caterpillar wants quantity, they need to have quality. Caterpillar's name, brand, durability, reliability, and quality is prominent in ICC's training program. ICC's program is a testament to that quality. He stated that Xavier Gingerevans, former ICC graduate of the ThinkBig program, was recognized in the world-wide competition as the top apprentice. Mr. Fitch presented the ThinkBig Top Tech First Place Trophy and personally thanked ICC for what we do to ensure students meet the standards that Caterpillar is happy to put their name on. Mr. Gingerevans joined the meeting and was invited to the podium. Mr. Fitch recognized

Mr. Gingerevans; noting he applied what he learned through the ThinkBig Program at ICC and presented him with the Top Apprentice ThinkBig award.

Mr. Gingerevans stated that he comes from a farming background in Farmington, Illinois, and grew up always working on things. He moved to Boston after high school and managed a landscape company where he also performed equipment repairs for that business. His dad had pointed out the ThinkBig program to him. Mr. Gingerevans was really excited about it and moved back to the area to attend school. He has always been excited to figure out how things work and fix machines and appliances.

Mr. Fitch stated that Mr. Gingerevans is very humble. Normally, it takes 7-10 years of experience at a dealership to get a service truck. Mr. Gingerevans just graduated from ICC's program last year and just took delivery of his brand new service truck today.

Hearing of Citizens: No comments from citizens.

Conflict of Interest: None.

Appointment of Person to Fill Trustee Vacancy

Trustee Davis recommended the Board of Trustees appoint Mr. Dave Mingus to serve out the remainder of the open term through April 2021. Trustee Daniels seconded the motion. Hearing no objections, Chair Everett, requested a roll call. 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: Gale Thetford. The motion passed.

Rick Joseph, ICC Board of Trustee Legal Counsel, administered the Oath of Office to Trustee Mingus. Trustee Mingus took his seat at the Board table.

"I, David W. Mingus, do solemnly swear or affirm that I will support the Constitution and Laws of the United States and the Constitution and Laws of the State of Illinois, and that I will faithfully discharge the duties of the office of a Member of the Board of Trustees of Community College District No. 514 according to my best ability."

Dr. Quirk-Baily stated that ICC is blessed to have someone with Mr. Mingus's level of community commitment and track record in speaking up for communities to now serve ICC in terms of what we can bring to the community.

Mr. Mingus stated that he is very grateful for all that ICC has done for him over the years.

Consent Agenda

Chair Everett 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 June 20, 2019, the minutes of the Closed Session of the Regular Monthly Meeting on June 20, 2019; Personnel Recommendations; Purchase Recommendations; and Monthly Bills for June 1 - 30, 2019. Trustee Davis seconded the motion.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on June 20, 2019

Personnel

New Hires

- Rocco Cappello: Vice President – Student Success – Student Services
- Jason Juchems: Workforce Development Manager – Workforce Development Department
- Sarah E. Kneip: Full-time Nursing – Health Careers Department
- Kyle Rindfleisch: Financial Assistance Manager – Financial Assistance Department

Interim Placements

- Steve Flinn: From July 1, 2019 to June 30, 2020 - Interim Dean - Agricultural and Industrial Technology
- Heather Doty: From July 1, 2019 to June 30, 2020 - Interim Director of Athletics & Physical Education
- Tracy Heffren: From July 1, 2019 to June 30, 2020 - Interim Head Coach – Women's Volleyball and Auxiliary Services – Athletics Department
- Michelle Weghorst: From July 15, 2019 to June 30, 2020 - Interim Dean – Business, Legal and Information Systems
- Tony Wysinger: From July 1, 2019 to June 30, 2020 - Interim Director of Athletics & Physical Education

Promotions

- Erin Bradshaw: From Administrative Assistant to Administrative Assistant, Executive Officer

Change of Status

- Kenneth Baker: From Part-time Truck Driver Training Instructor – Truck Driver Training to Full-time Truck Driver Training Instructor – Truck Driver Training
- Michelle Decker: From Technician – Services and Operations – Document Services to Bookkeeper – Bookstore
- Rhonda Elmore: From Coordinator – Student Life to Customer Relations Manager – Financial Assistance
- Jennifer Grote: From Adjunct Faculty – Math, Science and Engineering to Full-Time Faculty – Math, Science and Engineering
- Julie Howar: From Dean – Business, Legal and Information Systems to Dean – Corporate and Community Education – Adult Community Programs
- Kyle Mathews: From Part-time Dispatcher – Campus Police to Full-time Dispatcher – Campus Police
- Joseph Merdian: From Adjunct Faculty – Math, Science and Engineering to Full-time Faculty – Math, Science and Engineering
- Renee Prunty: Part-time Specialist – Course and Curriculum Data-Academic Services to Full-time Specialist – Course and Curriculum Data - Academic Services
- John Runser: From Adjunct Faculty - Agricultural and Industrial Technology to Full-time Tenure Track Faculty – Welding Technology
- Tia VanHester: From Adjunct Faculty – Humanities to Full-time International Education Program Director – Academic Services

Separations

- Loyd Kirby, Coordinator – PAC Communications – Performing Arts Center
- Rick Sharp, Specialist – Testing – Access Services
- Vanessa Swanson, Coordinator I – Human Resources
- Jennifer Swartout, Dean – Humanities
- Valerie Welsh, Manager – Communications and Chief Public Relations Officer – Marketing

Retirements:

- Roger Brawdy: Truck Driving Training Instructor – Truck Driving Training
- Patty Cunefare: Dispatcher - Campus Police
- Ellen George: Dean – Corporate and Community Education – Adult Community Programs
- Sue Sinclair: Director – Athletics and Physical Education - Athletics
- Mike Spillman: Technician – Reprographics – Document Services

Purchase Report

Bid Items:

- None

Direct Purchases:

- MICROSOFT CAMPUS - CDW-Government, Inc. (\$55,734.03)
- INTERNET SERVICE PROVIDER - Windstream (\$50,000.00)
- DYNAMOMETER RELOCATION - Illinois Oil Marketing (\$44,335.00)
- APPLICATION ASSESSMENT - Highstreet IT Consulting (\$42,000.00)
- POPLAR PENTHOUSE ROOF - Kreiling Roofing (\$38,736.00)
- INTERNET SERVICE PROVIDER - Stratus Networks (\$33,000.00)

Bills Including Conference and Meeting Expenses

- Education Fund—\$ 3,982,840.30
- Operations and Maintenance Fund—\$ 748,517.44
- Operations and Maintenance Fund Restricted—\$ 921,718.45
- Bond and Interest Fund—\$ 650.00
- Auxiliary Fund—\$ 423,328.59
- Restricted Fund—\$ 744,941.17
- Audit Fund—\$ 5,573.28
- Liability, Protection, and Settlement Fund—\$ 242,521.10

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

Board of Trustees Chair Reports

Announcements: Chair Everett stated that that the annual meeting and reception for the ICC Board of Trustees and the Educational Foundation Board is coming up at 5:30 p.m. on Sept. 18, at WeaverRidge Country Club.

The Celebration of Learning lunch will be held on August 14, 11:30 – 1 p.m., and the Trustees are invited to help serve lunch to the faculty and staff.

The All-College Address is Tuesday, August 13, 9 a.m. – 11:30 a.m., in the Performing Arts Center.

ICCTA Report: Chair Everett stated there is no report.

Legislative Report: Dr. Quirk-Bailey stated that ICC has been awarded \$3 million for the Workforce Sustainability Center from the Department of Commerce and the Economic Development Corporation. These funds will be matched with \$3 million from the State of Illinois. ICC will match \$3 million, as well, and also provide an additional \$1 million for furniture and equipment. ICC is extremely excited. Comments from Senator Dick Durbin, Senator Tammy Duckworth, Representative Darrin LaHood, and U.S. Representative Cheri Bustos all noted how wonderful this is for our State and community. This building will serve 13 workforce programs and also support the pre-apprentice programs. It will enable the HVAC program to move out of a 50-year-old temporary building. Dr. Quirk-Bailey stated this program was a long time coming, noting that State funds for this project had fallen off their books years ago. She gave a special thanks to Senator Chuck Weaver who, over Christmas break, spent a lot of time getting the commitment by December 31, 2018, to ensure the State would guarantee to match funds if the Federal funds were approved. ICC worked very hard to get the grant application in and stated a big thank you to Chris Setti, Greater Peoria Economic Development Counsel, as he brought to our attention the availability of this funding opportunity in an effort to support workforce development. We owe him a debt of gratitude. She also thanked Mr. Bruce Budde, Executive Vice President of Administration and Finance, for his support in meeting the requirements of both the State and the Federal Government regulations. Dr. Quirk-Bailey also wanted to thank Dr. Rita Ali, Vice President of Diversity & Community Impact, and Aloysia Mitchell, Grants Development Officer, for their amazing writing of this grant. We have amazing support with our legislative partners and the community. The Workforce Sustainability Center programs are expected to build and retain over 2,000 jobs over the next five years.

Student Trustee Report: No report

President's Report

Student Success Report: Dr. Quirk-Bailey stated that it is no secret we're doing great things here at ICC, from all our FY2019 accomplishments, to the recent exciting announcement of the funding of our new Workforce Sustainability Center.

She stated that this is a perfect time to highlight the difference ICC is making in students' lives, and the extraordinary things they can go on to accomplish.

Dr. Jonathan Sauder graduated from ICC with an associate degree in 2007. He went on to complete his undergraduate degree at Bradley University, and his graduate and doctoral degrees at the University of Southern California.

He is currently a senior mechatronics engineer for these NASA centers: Jet Propulsion Laboratory, Payloads and Small Spacecraft Mechanical Engineering Section, and Technology Infusion Group. He is also the Principle Investigator on a Phase I and Phase II NASA Innovative Advanced Concepts study.

Dr. Sauder was recently honored on the national stage. President Trump named Dr. Sauder, and 17 other NASA researchers, as recipients of the Presidential Early Career Award for Scientists

and Engineers. The Award is the highest honor given by the US government to scientists and engineers who are beginning their research careers.

Dr. Sauder credits his ICC experience as laying the foundation for his education. He said, "Not only did the classes provide me with the information I needed, but I found ICC to be a wonderful community, which helped me grow personally. Also, some of the best instructors from my college career were at ICC. My experience at ICC was so positive, I highly recommend community colleges to any high school students."

He also said, "There really are no limits to where an education and determination can take you. I want local students to know that an ICC education prepares you for great things and can put you in a place to compete with Ivy League graduates."

A feature of Dr. Sauder is on the main page of our ICC website.

Announcements: The following announcements were shared:

Dr. Quirk-Bailey stated that ICC has been awarded a new Federal grant in the Workforce Division. This grant will fund: on the job training, educational cost, and match for employee salaries for apprenticeships in the IT fields (secure software, networking, and programming). If the company is under 50 employees, it will pay for 100 percent of the wage; if the company is over 50 employees, it will pay for one half of the wage.

It will also pay for support services required including childcare services that a student might need. ICC will be awarded just under \$200,000 over four years.

ICC had a press conference on July 17 for the D² Program. This is a program partnership with Peoria schools where students completing their freshman year and testing college ready will be joining us on the Peoria campus completing 100 percent of their coursework at ICC over the next two years. At the end of those two years, these students will graduate with both a high school and an Associate Degree. A special thank you to Patty Polk, ICC Educational Foundation Board member and member of the National Association of Church Women United, who has agreed to pay for all of the books and fees these students will need to complete the degree.

Ready-to-Work Expo: This expo served over 350 people from the community. The faculty members were present to greet the community and give demonstrations. Thanks go out to our new Dean, Andrew Kerr, Associate Vice President of the Workforce division, and Kim Armstrong, Vice President of Marketing and Institutional Advancement, and her Marketing team as this was a great effort.

Bond Issue: Of the last bond issue, \$2 million was put aside for the technological support of our students. We have, over the last 18 months, completed the installation of the phone system with voiceover IP on both campuses, upgraded the internet, and upgraded the computers in the front of classrooms. Dr. Quirk-Bailey recognized Keith Reynolds, Project Manager for Networking Desktop Services, and Bill Newport, Director of Network and Desktop Services, for being at the forefront of these projects. Mr. Reynolds was invited to the podium to speak about technology here at ICC.

Mr. Reynolds stated that the replacement of ICC's twenty-year-old phone system is 99 percent complete. The telecommunications group, with the help of our consultants, implemented a new MITEL phone system. Some of the updated functionality includes an IP based digital system (previously analog). In a couple of years, the government will be mandating these old analog lines be pulled from the ground. The advantage for the user is that they can pick up their phone and phone number and bring it with them to their next work space. They only need to plug in the phone for their number and voice mail to follow them.

Other features of the new phone system include:

- Automated Distribution Systems which is a routing system that forwards a caller to the right department depending on what they are looking for based upon the menu options.
- Analytics/Call Logging using a reporting system that enables us to filter out and make the right decisions on how we manage our telephone communications.

Other projects:

- The Wi-Fi project is moving forward as planned. Thirty percent of the access points have been replaced. Once the current access point replacements are completed, the focus will be on new access points. We will be adding new access points between the current access points which should clear up accessibility issues experienced around campus.
- Network closets: The Network Infrastructure team is updating the closets (which are related to the ports in each office). There are at least 45 closets. The team has been updating these closets, using a portion of the funds that were provided for this project. Mr. Reynolds noted that Infrastructure Support Analysts, Justin Baldwin and Wes Kilper, are working really hard on this project as some of these have not been updated in years.
- Classroom computers: upgrading and installing new computer networks and monitors for all student-facing computers. The new technology will have bigger screens and a Windows 10 operating system. We have already upgraded 200 computers and 10 labs. Faculty members have had only positive feedback so far.
- Multi Factor Authentication System: To keep ICC's network safe, Network Operations is looking to implement multi-factor authentication which is a system that requires a user to present more than one method to authenticate in order to gain access to the system.
- Smart Room Technology: Media services has just started to talk about implementing smart room technology in the technology center. There are 14 rooms that will be updated with new screens and projectors. They are currently gathering input from both faculty and student on this.

Mr. Budde stated that we are currently in the master planning process. The OER Textbook Committee and the master planning process are both actively engaged in supporting this process to understand how classrooms will be used and what the future of the classroom looks like. Much of what Mr. Reynolds has presented is infrastructure that will support the use of Open Educational Resources (OER). We are working towards getting back up to speed with our life-cycle process; which was delayed due to budgetary constraints. All of these technology upgrades are important in supporting the uptime of our network environment. Our network uptime percentage is enviable,

which is critical for all of ICC's systems. Mr. Budde stated Mr. Reynolds has done a great job in the management of all of these projects.

Trustee Davis asked about the impact of computer throughput with the advent of OER. Mr. Budde stated that we had to make sure there was enough bandwidth. As we get into OER, we need to determine what our priorities are for that data and how will it be used in the classroom. It was important that we worked first to ensure the capacity coming in is significant enough to handle the extra data.

Trustee Davis stated that as we are talking about increasing tuition costs, we are reducing the costs of textbooks for students that will result in a revenue stream going away. She noted that that ICC's liability is decreasing as we look at ways to reduce costs while significantly improving the vehicle by which information is accessed by students. She asked if it is a fair assessment that everyone has to share the load. Mr. Budde stated that OER is not just about the cost, it is about the pedagogy and creating a better learning environment which result in creating better outcomes. Some of these costs and the loss of the textbook revenue will need to be embedded or considered when setting tuition rates.

Treasurer's Report

Bruce Budde, Executive Vice President of Administration and Finance, stated that the packet contains a very preliminary report this month. We will defer the discussion of the results until August.

- Corporate property replacement tax received is \$300,000 more than anticipated.
- The insurance claims returned favorably with a \$1 million favorable variance.
- Investment results are strong

The year will finish on a positive note and consistent with previous months estimates.

Informational Items

7.1 FY19 Institutional Operational Plan – Year End Summary

Mr. David Cook, Executive Director of Institutional Research & Planning, stated that 14 goals have been completed or remain in progress. One goal from FY19 has been postponed. Mr. Cook provided a review of how these goals are evaluated. For actions and targets that were completed, that is straightforward. For actions and targets that were not met, that is generally due to a missed target date of completion, although there are a few areas where performance targets were missed. For in progress targets, they were substantially completed in this year and work is continuing, with completion in sight. The postponed targets where work was begun in FY19, but for a variety of emergent structural issues, work had to stop. We are opting to pick these back up in FY20. Not completed items are related to actions and steps that were dropped and just not completed. This year, we do not have any items to report in this category for FY19.

Nearly 84 percent of the identified targets were completed. Eight targets remain in progress and four targets were postponed until FY20.

Mr. Cook provided a review of the targets that were not completed which, in most cases, were due to a missed target date of completion. Of these 25 targets, 22 of them are due to the missed target date. Performance targets not met all center on the enrollment goals in the strategic enrollment management plan. In looking back in the fall and spring semesters and comparing to ICC's seven peer colleges, we fared pretty well.

Looking at the targets that remain in progress but are substantially completed, Mr. Cook provided the following updates:

Goal #3: This target relates to the provision of on-site training for Title IX. We have a new Title IX Coordinator in place as of June so we will be looking at rescheduling the training in spring of 2020. Online training has been offered for all new hires.

Goal #7: This target dealt with actions specific to developing an instructional technology plan for the institution. The Instructional Technology Committee teams has been merged with the facilities master planning effort so work will continue on this.

Goal #13: This target addressed the College's course level program and institutional level assessment practices. The analysis and recommendations have taken longer than anticipated so the deadline was extended for analysis.

Goal #14: This target is the main AQIP action plan. This project team started very late but has picked up considerable traction. The focus is on general education courses that meet high-demand CTE program requirements.

Goal #15: This has three targets that remain in process and will complete in FY20. These targets relate to the OER adoption plans. A mission statement and working operational definitions have been developed. Adoption processes and a working communication plan are in process and target classes for the fall of 2020 will be determined in January.

Mr. Cook provided a review of postponed targets. In each of these cases, it is due to changes in key personnel.

Goal #4 & #8: This was put on hold due to the vacancy in the role of Vice President of Student Success. This role has now been filled and is expected to start moving forward and should be wrapped up this fall.

7.2 InsideTrack Student Success Coaching (Jill Blair)

Dr. Quirk-Bailey invited Jill Blair, Title III Director, to speak. She stated this position is paid for out of the Title III grant and will manage many of the Title III projects.

Dr. Quirk-Bailey stated that, as part of the August agenda, this program will present for approval as no bid due to the condition of receiving these Title III funds required ICC to replicate a Department of Education study of a student success initiative. The Federal interest in this is they are trying to determine which of these seemingly successful projects can be implemented on a larger scale. The study chosen (from an approved list) to be replicated is InsideTrack; so we are required to purchase this system.

Ms. Blair shared background on InsideTrack. This studied the effects of student coaching in college: an evaluation of a randomized experiment in student mentoring. The effectiveness of student coaching by InsideTrack was tested and measured. It was determined that the coaching positively affected student persistence and completion. It was also determined that this coaching was more cost effective than other interventions tested previously. In working with InsideTrack, Ms. Blair found that they are more than coaching. They are focusing on capacity-building partnerships. They partner with the institution to help build load capacity to adopt this approach to student coaching so the institution can sustain it themselves and tailor it to fit their local needs. InsideTrack will help us out with the needs assessment, process development, support the transition of the support services to our school, and then help develop a quality assurance plan for continuous improvement. By the end of this four-year agreement, we will be delivering this service to our students independently.

We had reached out to four Achieving the Dream Leader Colleges who have partnered with InsideTrack and implemented this system. We were overwhelmed with the positive feedback. Retention was up 4-18 percent points across those institutions, students were registering earlier, and morale greatly improved. These colleges stated that InsideTrack is flexible and they are really interested in what works for the institution. They all stated that this system provided a great return on the investment.

A benefit of this system is how well it aligns with initiatives that are already in place at ICC as well as other Title III objectives. Ms. Blair provided a review of those initiatives.

Moving forward with InsideTrack will be a four-year commitment which will include a study replication and remote coaching for up to 400 students for up to 12 months. We will develop a random sampling of students for this study. We will then analyze the data to see if the success coaching positively affects the student outcomes. Monthly reports will be provided to analyze the data.

The cost is contracted annually and billed quarterly. This cost is being covered entirely by the Title III funds.

Trustee Lamb asked if success coaches need to be hired or if we have enough staff in place. Dr. Quirk-Bailey stated that the success coaching will start with InsideTrack. We may find that we will need to hire additional staff as we move through this process.

Trustee Davis stated that she understood that remote coaching would be done on line and asked if any of the other the other Achieving the Dream Leader Colleges experienced any barriers? Ms. Blair stated that the coaching can be provided in a wide variety of formats.

7.3 FY19 Annual Grant Awards Summary (Quarter 4) (Aloysia Mitchell)

Aloysia Mitchell, Grants Development Officer, provided an annual report of grants received in FY19. We have recently received the Innovation Bridge and Transition Program grant from the ICCB for \$125,000. The grants received in FY19 total \$4,960,799 and is a 9 percent increase over FY2018 and a 60 percent increase over our five-year average.

During FY19, 35 grants were researched, 12 grants were applied for: 6 of these grants were awarded, 4 grants are still pending, and 2 grants were not awarded.

Dr. Quirk-Bailey stated that she would like to complement Ms. Mitchell and Dr. Ali for their amazing work in bringing in the grant funding over the past several years.

7.4 Innovation Fund Year-End Update (Ed Babcock)

Mr. Ed Babcock, ICC Controller, reminded the Board that the purpose of the fund is to provide resources to address the College's strategic needs. It allows us to address needs that come up through the year after the budget has been developed.

There are seven categories in this fund now include a research category for the C2A3 commitment which is farm/agriculture research.

Mr. Babcock reviewed the seven Impact categories, what has been spent to date, and what the future commitments are in those categories for the next two years in the following impact categories:

1. Benchmarking
2. Enrollment
3. Professional Development
4. Career Focus
5. Student Support
6. Instructional Capital
7. Research

At this time in the budget process, the Cabinet members are discussing the enhanced requests that were not in the regular budget. Future projects, as of now, total \$623,000.

Mr. Steve Flinn, Interim Dean in Agricultural and Industrial Technologies (AIT), was invited to speak to the CNC Machine Operator Equipment project that was funded by the Innovation Fund.

Mr. Flinn provided a brief overview of this project noting that ICC had a lot of aged and non-functional equipment that had needed to be replaced for many years. While this equipment was not viable in sustaining ICC's program, there was still viable use for it so word was put out to area schools that this equipment would be available. Farmington Central High School expressed an interest in starting a new manufacturing program at their facility. The used equipment was sourced to Farmington Central High School. As well, a faculty member has volunteered his time to bring that equipment into service and provide support for a period of time. With the Innovation funding, ICC acquired three new CNC lathes, two new CNC mills, and four new manual machines which allowed the program to double the capacity of student engagement in the labs.

Mr. Flinn thanked Tom Braun, Jeff LaGrow, and their teams who worked very hard to make sure that the machines were up and running in time for the new pre-apprenticeship programs. The footprint of these machines is a bit smaller so we are able to fit in more equipment in the lab and increase capacity.

Trustee Lamb stated that she is happy to hear that they have been able to double their capacity. She asked if the program has a number people on the waitlists. Mr. Flinn stated that lecture capacity was not the problem, it was the machine capacity. We will no longer have to bandage machines together which will resolve capacity issues and waiting lists in the lab.

Mr. Flinn noted that, as part of this purchase, Gene Hauss was able to get ICC some simulator trainers which enables the students to replicate the processes of the machines while other students work on the actual machines.

Trustee Cannon asked if the Peoria Public Schools were given any access to the machines going out. Mr. Flinn stated yes, but some of those machines have special electrical requirements that Woodroof was not able to accommodate. Farmington Central High School is in the process of building a center so they were able to plan for these accommodations. We put feelers out to everyone. Farmington Central High School was the only one that was able to accept these machines due to special electrical requirements.

Trustee Davis asked if the replacement of these new machines goes in to a facility plan going forward. Mr. Budde stated yes, these machines will go into a life cycle process going forward.

Mr. Flinn stated that one last secondary effect of this project is the energy in the building has greatly increased. Everyone is excited about the improvements that are happening.

7.5 Program Vitality Project Update (Dr. Awuah)

Dr. Emmanuel Awuah, Vice President of Academic Affairs, provided a high-level summary of the Program Vitality. He reminded the Board that the purpose of this program is for the students; to make sure that the programs offered at ICC are viable, cutting edge, and that students are exposed to high quality, academic programs so when students go out into the workforce, the faculty have done their due diligence in making sure that ICC has done its best for the students.

Dr. Awuah acknowledged the members of the Institutional Advisory Committee: Andrew Bonvicini, David Cook, Wendee Guth, Cathy Korondi, Beth McClain, and Amy Young, and himself.

Dr. Awuah reviewed the “Why” of being engaged.

- **Viability:** To expend limited College resources to support high-demand and cost-effective programs.
- **Quality:** To ensure academic programs provide students with cutting-edge skills and meet/exceed industry standards.
- **Impact:** To make data-informed decisions to support programs that make more students successful.

Dr. Awuah then reviewed the “How” of going about this. The goal is to make this review process very transparent. The following are the phases of this process:

- **Phase I:** Deploy a vitality scorecard for all CTE programs to select the most important variables that had significant impact on these programs.
- **Phase II:** Select programs which fall below the threshold for a comprehensive review.
- **Phase III:** Review program reports and make recommendations to Executive Cabinet.
- **Phase IV:** Executive Cabinet reviews and makes recommendations for further action.
- **Phase V:** Support impacted programs to make changes that help more students to be successful.

Dr. Awuah stated that the goal is to make sure all our programs are vital, healthy, strong, engaging, and appropriate for our students’ needs.

Dr. Awuah spoke to the “What” of the program stating that the College is interested in affecting positive changes to the following variables for each program:

- **Number of Declared Majors** – Annual count of declared majors.
- **Number of Completers** – Annual count of program graduates.
- **Number of Credit Hours Generated by Majors.**
- **Cost-Effectiveness** (*Cost Margin*).

In year one (2017), 49 out of 124 CTE programs were identified to go through the comprehensive review (approximately 40 percent of the CTE programs). In year two (2018), 46 out of 124 CTE programs were identified to go through the comprehensive review.

As a result of this review, some programs have reduced program credits as this can sometimes be a factor in a student completing the program due to their ability to fit the required classes in their schedule in a two-year time frame. This directly helps the students in cost saving and time to completion.

Another change involved modality changes for the program such as moving the program to evening college in order to meet students where they are at. In some programs, the majority of students worked during the day so it was a challenge for them to complete the program.

Some programs were redesigned in order to be vital and meet the needs of students.

Other programs removed barriers to students such as prerequisites that were outdated.

There were eight new academic programs created: 5 adult education programs, 2 music programs, and 1 LAN program. There were 22 programs that were inactivated. These programs will be maintained until the current students are through. Three programs were withdrawn entirely. There were a total of 439 actions taken by our faculty to ensure programs are viable for our students.

These first two years of Program Vitality has been a pilot, we are now looking at ways to prove the methodology, the instruments, and the variables to confirm if this is the right process.

Dr. Quirk-Bailey recognized the amount of hours that it took the faculty to implement the 439 actions to change curriculum, programs, modalities, and hours in order to better serve our students. This is amazing and time-consuming work. She also recognized Dr. Awuah and the committee for their leadership.

Dr. Awuah wanted to thank the Executive Committee and the Board for their support.

Trustee Davis stated that she is amazed at all that has been accomplished as she has done this type of work in the past. This is critical work if this institution is going to survive.

Trustee Lamb stated that this has been a long time coming and is an amazing amount of work.

Action Items

8.1 Change Management to Support Student Success

Trustee Daniels moved to approve the expenditure not to exceed \$312,500 over four years in Title III grant funds for the ADKAR change management model to build capacity for change to support employee engagement in the strategic agenda. Trustee Davis seconded the motion.

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

8.2 New Program – Music Business, Associate in Arts Degree

Trustee Cannon moved to approve the Music Business Associate of Arts degree program that would provide an option for students pursuing Music at Illinois Central College, and to prepare them for transfer to complete a baccalaureate degree at a four-year college. Trustee Daniels seconded the motion.

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

8.3 New Program – Music Industry, Associate in Arts Degree

Trustee Cannon moved to approve the Music Industry Associate in Arts degree program that would provide an option for students pursuing Music at Illinois Central College, and to prepare them for transfer to complete a baccalaureate degree at a four-year college. 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 Dave Mingus, “Nay”: None. Absent: Gale Thetford. The motion passed.

8.4 New Program – LAN Technician Certificate

Trustee Cannon moved to approve the 17 credit hour LAN Technician Certificate Program. The certificate is aligned to the CCENT and A+ certifications and aimed at helping students prepare for entry-level networking opportunities. Trustee Davis 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 Dave Mingus. “Nay”: None. Absent: Gale Thetford. The motion passed.

Unfinished Business: None.

New Business: None

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, on behalf of the particular body has been filed and is pending before a court or administrative tribunal or when the public body finds that an action is probable or imminent (Section 2(c)(11) of the Open Meetings Act; to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (Section 2(c)(1) of the Open Meetings Act); the purchase or lease of real property for the use of the public body, including for purposes of discussing whether a particular parcel should be acquired (Section 2(c)(5) of the Open Meetings Act) and the setting of a price for sale or lease of property owned by the public body, (Section 2(c)(6) of the Open Meetings Act).

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, Dave Mingus, and Carl Cannon. “Nay”: None. Absent: Gale Thetford. 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 8:15 p.m., Chair Everett entertained a motion to adjourn the closed session and resume open session. Trustee Cannon 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: Gale Thetford. The motion passed unanimously.

Adjournment:

At 8:17 p.m., Chair Everett entertained a motion to adjourn open session. Trustee Davis moved to adjourn open session. Trustee Daniels seconded the motion. Chair Everett requested a voice vote and everyone responded Aye. “Nay”: None. Absent: Gale Thetford. The motion passed unanimously. The meeting was adjourned.

The next regularly scheduled meeting will be held Thursday, August 15, 2019, at 5:00 p.m. on the East Peoria Campus, Founder’s Room 211.

P. Sue Bulitta
Secretary to the Board of Trustees