Academic Affairs

Illinois Central College welcomes Dr. Charles (Chuck) Swaim as our interim Vice President of Academic Affairs. Chuck most recently served as Interim Vice President of Academic Affairs and Dean of Business Public Services, Information Systems and Mathematics at Thomas Nelson Community College in Hampton, VA. Prior to his career in higher education, Dr. Swaim built a highly successful strategic research, consulting and technology implementation firm from the ground up, for which he served as president and CEO. Welcome, Dr. Swaim!

Library

The ICC Library, along with 89 other academic libraries in Illinois, implemented a new integrated library system on June 24. The Consortium of Academic and Research Libraries in Illinois (CARLI) press release shared more specifics about the benefits of the new system, “The cloud-based Alma platform replaces an Ex Libris Voyager system that CARLI has operated since 2002. It supports a variety of library services including acquisitions, collection management, fulfillment, resource sharing, powerful reporting and analytics, and supports single sign-on, so patrons will be able to use their institutional login credentials to access their library account and request materials instead of requiring a separate library-specific ID and password.” The Library is grateful to the Technology Services staff for their support of this project, which required building new backend processes for gathering valid library users out of PeopleSoft and implementing a new authentication system.

By moving to a new integrated library system, the Library had the option to add another module to increase the use of library resources within Blackboard course sites. The module, called Leganto, will be implemented for the fall semester. Leganto “brings significant savings to students and schools by reducing the cost of educational materials. It provides an end-to-end course resource list solution that helps enhance student success, improve the teaching and learning experience, and maximize the impact of library collections.”

In July, the One Book, One College committee announced *Born a Crime* by Trevor Noah as its 2020-2021 selection. *Born a Crime* tackles themes such as racism and poverty — themes current to our world today. Since ICC is committed to addressing ways to approach all students with respect, the committee felt that this book would be an excellent choice for the upcoming school year. This year’s events will be aligned with diversity and inclusion efforts within the college.

In preparation for the fall semester, the ICC Library is enhancing its virtual services to students and faculty. Students will be able to book an appointment with a librarian in
addition to doing a drop-in chat session. Library staff are currently working with faculty to pilot a digitization process for course reserves materials to provide off campus access to these materials for students. Additionally, students and faculty will be able to request physical materials either from the ICC Library or I-Share libraries throughout the state beginning August 17.

Academic Support Center

Tutors and Supplemental Instruction leaders have had a successful summer of online tutoring and providing academic support sessions. All Academic Support Center staff utilize Zoom to deliver their sessions. As of July 24, 346 tutoring appointments have been conducted during the summer term. Supplemental Instruction supported Biology 140, Chemistry 115, and Sociology 110 this summer. For these courses, SI averaged 34.6 student contact hours per week with a total of 207.5 hours.

A reading bridge program was developed by Fallon Allison (Academic Support Center Coordinator) to assist students who placed in developmental English courses. The program provides a way for students to brush up on their reading skills before retesting. Located within Blackboard, the program utilizes an Open Educational Resource (OER) with college level reading samples from a variety of general education courses. A referral to online tutoring via the Smarthinking platform occurs if the student needs additional reading support. The reading bridge program compliments the existing math bridge program. Both programs aim to provide skills support to potentially reduce the number of developmental courses a student is required to take.

Student Success

Enrollment Services

All areas of Enrollment Services (Financial Aid, Student Accounting, Registrar, Customer Service, and Veterans) have been very busy helping students. In addition to answering phone calls and emails, we have added a Live Chat feature to the enrollment web pages. We are seeing an increase in traffic with the remote services. It is all hands-on deck!
Academic Services

Staff returned to campus on July 20 to offer advising, testing, access services, and counseling services in person. Staff have been very busy both in person and by phone over the past three weeks. Below is a graph that shows the data from the general advising office for the past three weeks.

Phone appointments is the most popular advising option, but more students are coming to campus since the beginning of August. The testing center has also seen an increase in students coming to campus to take their placement test.

Student Life

Due to Covid-19, events are being planned and hosted virtually at this time.

- The Student Life Department launched New Student Orientation (NSO), which is held virtually. Invitations to NSO are sent weekly via email. Feedback from the students who have completed this program thus far has been positive.

- The Student Life Department will be offering organizations virtually this fall. One of the first events will be a Student Organization Fair, which will be held in the next couple of weeks.
Marketing

July focused on pushing Fall 2020 enrollment with targeted messages to nine different target groups (prospects, stop outs, applicants, etc.) Marketing reached target audiences through weekly emails, texts, calls, postcard mailer, digital ads and geofencing, tv, radio and Spotify ads, billboards and magazine/newspaper print ads. Specific outreach was made to returning-enrolled students and first-time-in-college students in an effort to increase retention and provide support. A series of short videos was created and posted on the website, YouTube, and other social media to keep current and prospective students informed.

Marketing played a key role in the announcement of the ICC GEER Project. Support materials were created, including informational posters, webpage with online application, social media posts, and press release - all within 24 hours. A press conference, hosted on the Peoria Campus, was attended by several community-based organizations, as well as most local media outlets. To date, there have been close to 200 applications to the GEER program and over 70 students have been accepted.

ADMISSIONS

Admissions worked hard in supporting the ICC GEER Project and getting recruited students through the admissions process. The Admissions team also played a key role in providing on-campus services as students were able to come to campus for appointments.

<table>
<thead>
<tr>
<th>Admissions New Student Report as of 8/5/20</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Applicants</td>
<td>Enrolled</td>
<td>Applicants Not Enrolled</td>
</tr>
<tr>
<td>Applications Fall 2020</td>
<td>2132</td>
<td>451</td>
<td>1681</td>
</tr>
<tr>
<td>Applications Fall 2019</td>
<td>2488</td>
<td>720</td>
<td>1768</td>
</tr>
<tr>
<td>Change vs 2019</td>
<td>↓ 356</td>
<td>↓ 269</td>
<td>↓ 87</td>
</tr>
</tbody>
</table>

MARKETING OUTREACH

Current Students
12 emails for 71,065 touches
12,962 texts
5,104 calls

Employee Emails
9 emails for 13,500 touches
Prospects
8 postcards for 20,000 touches 18,645 texts
21 emails for 104,412 touches 9,282 calls

PRESS RELEASES/NEWS TOPICS/INTERVIEWS

Illinois Central College Launches New Equity Initiative: ICC GEER Project
"Together We Rise" WMBD-TV Special
Illinois Central College Completes Fall 2020 Schedule Conversion
WCBU radio interview of Dr. Quirk-Bailey re: fall plans
WMBD’s Greg & Dan Show radio interview of Dr. Quirk-Bailey re: fall plans
WMBD-TV’s News at 4 interviews of Dr. Quirk-Bailey re: international students & fall plans
PJ Star interview of athletics re: NJCAA plans for fall

SOCIAL MEDIA

The upcoming fall semester, admissions and student services were the primary focus. A more strategic content strategy also began in highlighting academic departments. This month was DPET and the Culinary Arts Institute.

<table>
<thead>
<tr>
<th></th>
<th>Facebook</th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Page Views</td>
<td>Post Reach</td>
<td>Fans</td>
<td>Engagement</td>
<td>Posts</td>
</tr>
<tr>
<td>July 2020</td>
<td>↑2516</td>
<td>171,070</td>
<td>↑13,685</td>
<td>3,959</td>
<td>↑40</td>
</tr>
<tr>
<td>vs. July 2019</td>
<td>2016</td>
<td>↓387,59</td>
<td>13,060</td>
<td>↓5,542</td>
<td>18</td>
</tr>
</tbody>
</table>

Boosted posts and social media ads rotated in Facebook and Instagram, targeting specific audiences with fresh messaging around fall enrollment.

<table>
<thead>
<tr>
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<th>LinkedIn</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Posts</td>
<td>Followers</td>
<td>Engagement</td>
<td>Tweets</td>
<td>Impressions</td>
<td>Followers</td>
<td>Mentions</td>
<td></td>
</tr>
<tr>
<td>July 2020</td>
<td>↑29</td>
<td>1,767</td>
<td>↑535</td>
<td>↑34</td>
<td>↑16,500</td>
<td>↑3,025</td>
<td>↑11</td>
<td></td>
</tr>
<tr>
<td>vs. July 2019</td>
<td>5</td>
<td>1,500</td>
<td>↑135</td>
<td>22</td>
<td>18,000</td>
<td>2,990</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

A YouTube ad campaign promoting fall enrollment ran throughout July, hitting target audiences on both YouTube and Google-run games.

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<tr>
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<th>LinkedIn</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Posts</td>
<td>Impressions</td>
<td>Engagement</td>
<td>Views</td>
<td>Watch Hours</td>
<td>Subscribers</td>
<td>Impressions</td>
<td></td>
</tr>
<tr>
<td>July 2020</td>
<td>↑31</td>
<td>↑24,260</td>
<td>↑351</td>
<td>44,500</td>
<td>↑203</td>
<td>↑219</td>
<td>↑64,743</td>
<td></td>
</tr>
<tr>
<td>vs. July 2019</td>
<td>3</td>
<td>2,152</td>
<td>83</td>
<td>283</td>
<td>7</td>
<td>56</td>
<td>3,200</td>
<td></td>
</tr>
</tbody>
</table>

We uploaded ICC’s first TikTok featuring several ICC student athletes outside at the CougarPlex.
Administration & Finance

Facilities Services

Facilities Service employees are providing basic support functions for the college in the areas of Custodial, Maintenance, Grounds, General Operations and Shipping and Receiving. Management and administrative staff are working in the office and remotely. The contractor for the LA Building HVAC/AHU replacement project has begun work with a scheduled Substantial Completion Date of December 31, 2020. Project status updates are as follows:

### Monthly Project Status Report CDB Projects - Aug 2020

<table>
<thead>
<tr>
<th>CDB Projects</th>
<th>Project Description</th>
<th>Funding Source</th>
<th>Consultant</th>
<th>Budget - Estimate</th>
<th>Project Status</th>
<th>Project Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Architectural Panels &amp; Curtain Wall - Edwards Building &amp; Walk Over Bridge</td>
<td>Replace Architectural Panel &amp; Windows - New Signage</td>
<td>CDB/Life Safety</td>
<td>IDG</td>
<td>$650,000</td>
<td>Project In Design</td>
<td>The College is working with CDB - IDG Received 100% design from IDG. Estimated Construction Start - 10/2020</td>
</tr>
<tr>
<td>Bridge Repair Nature Court</td>
<td>Paint and Structural Repair - Nature Court</td>
<td>CDB/Life Safety</td>
<td>Midwest Engineering Associates (MWEA)</td>
<td>$250,000</td>
<td>Inspection Complete - A&amp;E Awarded - In Design</td>
<td>Waiting on PADD submittals In Design - Estimated Construction Start 10/2020</td>
</tr>
<tr>
<td>Workforce Sustainability Center</td>
<td>New Construction to support Workforce Training/Replace Dirksen Bld.</td>
<td>CDB/Life Safety/EDA/ICC</td>
<td>DKA</td>
<td>$10,000,000</td>
<td>Project In Design</td>
<td>Program Analysis Submitted to CDB for Review 5/5/2020. Estimated Construction Star 03/2021</td>
</tr>
</tbody>
</table>

### Tax Levy (Life Safety Funding Projects) Aug 2020

<table>
<thead>
<tr>
<th>Tax Levy (Life Safety Funding Projects) Projected 2020</th>
<th>Project Description</th>
<th>Funding Source</th>
<th>Consultant</th>
<th>Budget - Estimate</th>
<th>Project Status</th>
<th>Project Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHU Edwards/LA Building</td>
<td>Replace 6 old outdated AHU's (Air Handlers) Units - Provide better temperature control</td>
<td>Life Safety</td>
<td>Midwest Engineering Prof. (MEP)</td>
<td>$2,800,000</td>
<td>Awarded CMI - In Construction</td>
<td>Construction Started - Substantial Completion Scheduled for Dec 31 2020</td>
</tr>
<tr>
<td>AIT Roof Replacement - North Section</td>
<td>Tear Off North Roof Replace due to excessive repairs and current leaks</td>
<td>Life Safety</td>
<td>APACE Design Architects</td>
<td>$600,000</td>
<td>Project Complete</td>
<td>Project Complete - Final Payment Submitted</td>
</tr>
<tr>
<td>Roadway Replacement PH 4</td>
<td>Mill and replace asphalt roadway &amp; parking lot surfaces. Peoria Entrance</td>
<td>Life Safety</td>
<td>Midwest Engineering Associates (MWEA)</td>
<td>$221,449</td>
<td>Canceled</td>
<td>Project Canceled</td>
</tr>
</tbody>
</table>
Facilities – College Opening Transition

Facilities has completed the drawings that depict which classrooms will be used for in person Hybrid/Lab classes for the Fall semester. The drawings include identifying entry and exit points to the facilities and wayfinding with arrows. We have also ordered Social Distancing reminder floor signage and Retractable Banners. Additionally, continually monitoring and evaluating our needs for cleaning and disinfecting supplies as well. We have developed new cleaning schedules to work hand in hand with the College opening for the fall semester.

Facilities Services – Air Ionization/Sanitizing/Purification Systems

Facilities Services has purchased and installed Air Ionization/Sanitizing/Purification systems on the following facilities Air Handler systems, Arbor South, Cedar and Birch buildings. These systems basically clean/sanitize the air as it travels through Ionization units installed on the air handlers. Additionally, we are looking to install these systems at Dogwood and also add to the current LA building Air Handler project.

ICC Facilities purchased the systems through Global Plasma Solutions, the leader in Indoor Air Quality, they announced industry-leading ionization testing results, demonstrating a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain within 30 minutes, the first instance in which an air purification company has effectively neutralized SARS-CoV-2. Following initial testing of coronavirus 229E in March 2020, Global Plasma Solutions utilized its proprietary needlepoint bipolar ionization to inactivate SARS-CoV-2. The study was jointly executed with Aviation Clean Air.

COVID 19 - Facilities Services Supplies/Equipment

Facilities currently has over 100 Sanitizer and Wipe Stations spread out throughout the three campuses. We have also been providing disinfectant wipes to office and other areas as needed. Facilities Services has the capability of Sanitizing rooms with our three 360 Disinfecting Machine Systems, 2 handheld and 4 Backpack model Electrostatic Disinfectant Sprayers. We have additionally placed ordered for 4 more handheld models. These machines allow us to completely sanitize a complete room/area, piece of equipment or furniture in less than 10-15 minutes. We have also purchased and provided to the college additional PPE to include, Gloves, Masks, Eye Protection and Tyvek Suits, 80+ various sizes of Plexiglas sheets for close contact barriers. We have also purchased floor signage and Retractable Banners for Social Distancing.

Workforce Sustainability Center

As noted in the June the programming of the new WSC is complete and updated renderings/concepts are included below. The building is efficiently designed for flexibility to optimize the variety of program uses. The project will now move into the detail design phase.
BOARD OF TRUSTEES NEWSLETTER

August 20, 2020

ILLINOIS CENTRAL COLLEGE WORKFORCE SUSTAINABILITY CENTER Project Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Analysis Submittal</td>
<td>May 26, 2020</td>
</tr>
<tr>
<td>Schematic Design Submittal</td>
<td>August 14, 2020</td>
</tr>
<tr>
<td>50% Design Submittal</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>100% Design Submittal</td>
<td>May 24, 2021</td>
</tr>
<tr>
<td>Bid Documents Release</td>
<td>by July 1, 2021</td>
</tr>
<tr>
<td>Receive Bids</td>
<td>by July 31, 2021</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>August 15, 2022</td>
</tr>
<tr>
<td>A/E Final Acceptance</td>
<td>September 15, 2022</td>
</tr>
<tr>
<td>A/E Contract Completion</td>
<td>September 15, 2023</td>
</tr>
</tbody>
</table>

ILLINOIS CENTRAL COLLEGE WORKFORCE SUSTAINABILITY CENTER Exterior View

August 20, 2020
Human Resources

Plan were finalized for the first virtual Fall Celebration of Learning. Employees may access nine online anytime professional development topics or view pre-recorded informational videos on COVID Procedures and Return to Campus, ICC Virtual Services Tours, and Strategic Planning Teams Updates.

Human Resources distributed notification letters to 103 full-time and part-time employees who are impacted by an extension to the summer 2020 furlough.

Human Resources began assisting all institutional divisions on the collection and analysis of fall 2020 staffing plans.

On May 4, 2020, the Department of Education (DOE) issued new Title IX regulations, which direct how educational institutions must address incidents of sexual assault and harassment involving both students and employees. These updated regulations primarily address adjustments in the investigative procedures. Schools have until August 14, 2020 to implement these adjustments. Human Resources, with the assistance of legal counsel has updated both its policy and investigative procedures to ensure compliance within the due date.

Human Resources began implementing the new adjunct compensation program, which is effective August 1. This program provides Five Tiers of rates per ECH based upon cumulative credits taught at ICC. Four hundred nineteen adjuncts received a notice of his/her rate per ECH.

Benefits, Leaves, Risk and Safety

The department has been working on the Campus Reopening Committee helping to formulate processes procedures to reopen the college in as safe a manner as possible.

COVID 19 symptom tracking system from Healthcheck 360 has been implemented. Currently, we have 167 employees in the system to receive the survey on their scheduled days. More employees are to be added soon as well as an estimated 1,200 students in hybrid courses.

The implementation and tracking of employees utilizing the Families First Coronavirus Response Act (FFCRA) is becoming more important as we have increased the number of employees on campus.
Enterprise Services

This expenditure is the renewal of annual maintenance of the colleges Learning Management System provided by Blackboard. This expense covers both the hosting services and the maintenance. Also included is a charge to cover additional storage of course materials that is above the typical contract limits. This renewal is for two years and provides for a move to a full Software as a Service (SaaS) model in the second year of the contract. ICC is currently in a self-managed environment and Blackboard is moving all of its clients to the SaaS model.

Educational Foundation

Trustee meeting - August 2020

Over 420 Educational Foundation scholarships have been awarded to recipients for the 2020-2021 academic year. If you know of a student that would benefit from an ICC Educational Foundation scholarship, please advise them to visit icc.edu/remaining-scholarships to view scholarships that are remaining for the fall 2020 and spring 2021 semesters.

Save the Dates:

Mark your calendars for the 2020 Community Celebration on Thursday, October 22nd. Join us for a virtual celebration of all the ICC Educational Foundation scholarship recipients and those who invest in their futures. Contact the Foundation staff for addition event information and sponsorship opportunities at foundation@icc.edu. Invitations to this year’s virtual event will be mailed in September.

Workforce and Diversity

Trio Student Support Services (SSS)

We are pleased to report that ICC has been funded by the US Department of Education to continue Trio SSS services through a new five-year grant of $1,880,155 ($376,031/year).

The need for a TRIO Student Support Services (SSS) project at ICC is clearly supported by enrollment and financial aid data that portray a large number of first-generation, low-income, and/or disabled college students whose educational endeavors could be enhanced through SSS program enrollment. The data also reveal a steadily growing population of students at ICC who meet these criteria.
Furthermore, historical data indicate the percentages of SSS-eligible students at ICC persisting, graduating, and/or transferring, lag behind the same rates for comparable groups from the general population of ICC students. Finally, when considering that this population of students is made up largely of minorities (another growing segment of the ICC student population), the implementation of an SSS program at ICC addresses a critical strategic need of the college.

Each SSS program participant’s level of academic preparation and educational and career interest is thoroughly assessed through the Education Action Plan (EAP) which serves as the primary guidance tool for their academic and social growth. The SSS program provides the following intensive services and activities to assist participants in adjusting to the academic and cultural demands of postsecondary education: academic, transfer, career, financial assistance, financial literacy training, and personal advising; tutoring; academic and study skills development; personal development workshops; and cultural enrichment and achievement recognition activities.

Each year, ICC’s Trio SSS program meets and exceeds its performance goals and objectives. We are delighted to have this important program continued.

**Solar Workforce Training Program**

ICC’s Solar Workforce Training Program began Cohort #5 virtually on March 31, 2020 finishing on May 6, 2020. Following the extended virtual component, students participated in hands-on (in-person) training from June 15, 2020 thru June 26, 2020. We started the virtual training with 16 students. Due to the gap month in between virtual and in-person training (due to COVID-19), only 10 students completed the in-person training. While one student was unsuccessful in the training, five others entered employment prior to the end of their training (two were employed by solar/energy companies). We are set to start Cohort #6 using a hybrid approach beginning Tuesday, September 8th.
ICC GEER Project

On July 28th, Illinois Central College launched the ICC GEER Project with $412,000 in funding provided through the Illinois Community College Board from the Governor’s Emergency Education Relief (GEER) fund. The ICC GEER Project is an equity initiative that will target underrepresented, first generation, and low-income students that might otherwise not enroll in or return to college due to the pandemic or digital equity gaps. Over a period of four weeks, ICC staff worked with community based and religious organizations, schools, neighborhood associations, and employers to identify potential students that may benefit and qualify for the program. We had 270 individuals apply for the GEER Project. Approximately 100-150 students will be selected for the new project.

The ICC GEER Project will provide the following services:
- Outreach and Recruitment
- College and Career Guidance and Advisement
- Assessment and Testing
- Tuition Assistance
- Assistance with Prior Tuition Debt (past due / old ICC bill)
- Laptop + Internet Service
- Case Management and Mentoring
- Tutoring and Instructional Aides
- Safe Spaces to Study and Receive Technology Support
- Job Placement with Family Sustaining Wages

Removing barriers and providing support for college enrollment and retention for underrepresented, first-generation, and low-income students is the primary goal of the project. High-value industry credentials and good paying jobs are the expected outcomes. The ICC GEER Project is an interdepartmental and community outreach collaboration engaging numerous college departments and a host of external local partners. Several partners have committed to providing safe spaces for students to study and receive instructional and technological support. Several community-based organizations will provide case management and mentoring support to project participants.