At 5:00 p.m., Chair Davis called the budget hearing to order and asked Trustee Thetford to lead the audience in the Pledge of Allegiance. Chair Davis asked the Secretary to call the roll and Carl Cannon, Paula Davis, Raena Holloway, and Gale Thetford were present. Attending remotely: Kelly Daniels, Dr. Bettsey Barhorst, and Cindy Byrd. Absent: None. Late: Diane Lamb.

Budget Hearing

Chair Davis noted the floor is open for any citizen comments. There were no responses. Chair Davis asked for a motion to adjourn the budget hearing. Trustee Cannon motioned to dismiss the budget hearing. Trustee Barhorst seconded the motion.

Trustee Thetford stated that Vice Chair Daniels is in the meeting as an attendee and needs to be promoted to a panelist. This was corrected so Vice Chair Daniels was able to participate in the Board meeting.

Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Dr. Bettsey L. Barhorst, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: None. Late: Trustee Lamb. The motion passed.

At 5:03 p.m., Chair Davis called the regular meeting to order and led the audience in the Pledge of Allegiance. Chair Davis asked the Secretary to call the roll and Carl Cannon, Paula Davis, Raena Holloway, and Gale Thetford were present. Attending remotely: Kelly Daniels, Dr. Bettsey Barhorst, Cindy Byrd. Absent: None. Late: Diane Lamb.

Recognition: Chair Davis noted recognition will be during the President’s Report.

Hearing of Citizens: None

Conflict of Interest: None

Consent Agenda

Chair Davis asked for a motion to approve the consent agenda. Trustee Thetford stated she received a text from Trustee Lamb earlier today that she had a question on the Purchase Report. Since Trustee Lamb had not yet arrived at the meeting, the purchase report was pulled from the consent agenda for further discussion. Trustee Thetford moved to approve the Consent Agenda including Minutes of the Open Session of the Regular Monthly Meeting on July 15, 2021, Minutes of the Closed Session of the Regular Monthly Meeting on July 15, 2021, the Personnel Report, and Monthly Bills for July 1 - 31, 2021. Trustee Byrd seconded the motion. Chair Davis asked for a roll call vote and the

Minutes


Personnel Report

New Hires:

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todd Meyers</td>
<td>08/09/2021</td>
<td>Technical Director of the Performing Arts Center</td>
</tr>
<tr>
<td>Jason Geier</td>
<td>08/24/2021</td>
<td>Skilled Maintenance, Electrician</td>
</tr>
</tbody>
</table>

Change of Status:

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vickie Wettstein</td>
<td>07/26/2021</td>
<td>PT Purchasing Specialist</td>
<td>FT, Accounting Support Specialist</td>
</tr>
<tr>
<td>Tracey Webb</td>
<td>08/01/2021</td>
<td>Administrative Assistant, BLIS</td>
<td>Career Services Coordinator</td>
</tr>
<tr>
<td>Shanzida Khandaker</td>
<td>08/23/2021</td>
<td>PT Test Proctor</td>
<td>FT, Foundation Administrative Assistant</td>
</tr>
</tbody>
</table>

Separations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisha Alexander</td>
<td>01/04/2021</td>
<td>Lead Student Success Advisor</td>
<td>07/08/2021</td>
</tr>
<tr>
<td>Christopher Rohwedder</td>
<td>04/12/2021</td>
<td>Admissions Diversity Representative</td>
<td>07/22/2021</td>
</tr>
<tr>
<td>William Creek</td>
<td>07/20/2020</td>
<td>IT Apprenticeship Coordinator</td>
<td>07/23/2021</td>
</tr>
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</table>
## Retirements:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenna Jackson</td>
<td>03/14/2016</td>
<td>Specialist Enrollment Services/Records</td>
<td>07/30/2021</td>
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</tbody>
</table>

## Purchase Report

### PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>DB2 MIGRATION AND HOSTING SERVICES RFP (THREE YEARS)</td>
<td>Highstreet IT</td>
<td>$ 1,854,798.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solutions</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>ONLINE TEST PROCTORING</td>
<td>Honorlock</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Institutional</td>
<td>ONLINE AND HYBRID COURSE CONSULTANT</td>
<td>Bruce Busby</td>
<td>$ 42,000.00</td>
</tr>
</tbody>
</table>

### DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise</td>
<td>BLACKBOARD HOSTING AND MAINTENANCE RENEWAL</td>
<td>Blackboard, Inc.</td>
<td>$ 111,555.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enterprise</td>
<td>ENTERPRISE RESOURCE PLANNING FIREWALL</td>
<td>Appsian</td>
<td>$ 37,762.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</table>

### DIRECT PURCHASES

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>FOUR 14' INDUSTRIAL CEILING FANS</td>
<td>Big Ass Fans</td>
<td>$ 67,000.00</td>
</tr>
</tbody>
</table>
**Bills Including Conference and Meeting Expenses**

<table>
<thead>
<tr>
<th>Description of Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Fund</td>
<td>4,293,045.23</td>
</tr>
<tr>
<td>Operations and Maintenance Fd</td>
<td>560,297.66</td>
</tr>
<tr>
<td>Oper and Maint Fund (Restrict)</td>
<td>293,377.48</td>
</tr>
<tr>
<td>Auxiliary Fund</td>
<td>379,132.40</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>1,053,364.96</td>
</tr>
<tr>
<td>Audit Fund</td>
<td>5,915.69</td>
</tr>
<tr>
<td>Liab, Protect and Settlement Fd</td>
<td>354,415.08</td>
</tr>
</tbody>
</table>

**TOTAL FOR ALL FUNDS:** $6,939,548.50

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**Board of Trustees Chair Report**

**Announcement:** Chair Davis reminded the Board of the upcoming Lunch & Learn on Monday, August 23, at 11:30 a.m. on the Peoria campus.

**ICCTA Report:** Chair Davis noted this report will be given when Trustee Lamb arrives.

**Legislative Committee Report:** Trustee Thetford stated that, since our last meeting, the legislature passed a new requirement for colleges and universities to provide feminine hygiene products free of charge. Thanks to our great facilities staff, we are 50% installed as of Monday. We had to order additional retrofit kits because each bathroom takes two and the vendor only sent one. Installation goes quickly as the team installed approximately 80 in two days. ICC should receive the remainder of the kits by Wednesday and complete the retrofit by the end of this week.

Chair Davis reminded the Board that the ACCT Leadership Conference is October 13-16 and early bird registration is by August 31. If any Trustee would like to attend, please let the Board Secretary know by August 17.

**Student Trustee Report**

Student Trustee Raena Holloway stated that Student Life is excited to welcome students to the fall semester and has created many engaging opportunities for students to access resources!

**July 12-August 6:** During the “Smart Start Boot Camp,” educators and a variety of guest speakers provided the incoming students with valuable information for success in the upcoming semester. The “student mentors” were able to connect with each participant and hope to plan a social event to check in on how their first few weeks of classes went.
July 22: Student Life and Campus Housing sponsored a Peoria Escape Room with students.

July 26-31: A member of PBL (Phi Beta Lambda) attended the ICCCTSO (Illinois Coordinating Council for Career and Technical Student Organizations) conference and the FBLA-PBL SLW (Summer Leadership Workshop). The member of PBL networked with state officers and is looking forward to a great membership year at the College.

August 14: “Class Schedule Tours” were provided by Student Leaders.

August 16: “Ask Me Stations” were available to assist students.

August 17: Students could visit “Ask Me Stations” and/or stop by for a taco and learn about how to get involved during “Let’s Taco Bout Campus Activities Board & Student Government Association.” Students also had the opportunity to check out the interactive display of “One Book, One College: One of Us is Lying.

August 18: Students could stop by for a variety of food items and gain information about the programs offered at the College during the following events:

- “Get the Scoop on the Transfer Center”
- “Be a Smart Cookie with Advising & Success Coaching”
- “Stay Calm & Have a Snack with Counseling & the Food Pantry”
- “Pop Over to Meet the Campus Housing Staff”

August 19: A “CityLink Info Table” was available for students to learn of benefits. Students also stopped by for lunch and to socialize during the “Cookout at Campus Housing.”

August 20: During the “Social Shindig” event, students will have the opportunity to enjoy pizza and board games at the Campus Housing Clubhouse.

August 25: Student organizations will have tables set up to encourage students to explore their interests and get involved during the “Student Organization Showcase.”

Student Trustee Holloway shared that she feels many students were relieved about the mask mandate. Dr. Quirk-Bailey shared she visited the Peoria campus and students and faculty seemed happy to be back in person.

Trustee Lamb entered the meeting at 5:12 p.m.

2.3 Purchase Recommendations

Trustee Lamb shared that it is the Board’s fiduciary responsibility to ask questions. She referenced the $1.85 million DB2 Mitigation and Hosting Service RFP contract and asked what the rational is for a three-year contract period and why was High Street awarded the
bid, since they were not the lowest bidder. Bruce Budde, Executive Vice President of Administration & Finance, stated that the contract term was based upon the transition of the ERP system and provided further information on the decision process of awarding the contract.

Trustee Lamb asked about the Online & Hybrid Course Consultant stating that, as a previous instructor, she is wondering what this consultant will do. Mr. Budde stated that part of the role will be creating standards for online testing. Dr. Chuck Swaim, Executive Vice President of Academic Affairs, stated that part of the consultant’s work is in supporting the Deans for all of the adjuncts. There were standards set in the recent contract that addressed the standards to teach online. In order to maintain standards across all adjuncts, they will all be undergoing a course review to confirm qualifications for online teaching. In the future, any new faculty will be expected to demonstrate proficiency in online pedagogy and online course design.

Trustee Thetford referenced the DB2 Migration, stating that she also has concerns about the three-year contract term and confirmed that, if there are issues, there would be an attempt to work through them. Mr. Budde stated that the College has utilized the services of High Street in other consulting applications and does not anticipate any concerns. He confirmed there are terms for conflict resolution and confirmed that they do have experience in an educational environment.

Chair Davis asked for a motion to approve the purchase report. Trustee Lamb moved to approve the consent agenda as presented. Trustee Thetford seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Betsey L. Barhorst, Gale Thetford, Carl Cannon, and Kelly Daniels, “Nay”: None. Absent: None. The motion passed.

**Board Policy Manual Review Report**

Trustee Thetford stated that the Board Policy review team met and reviewed the following articles. These will be presented at the August Board meeting for approval.

**Article V Personnel:**
- Section 1 - Affirmative Action
- Section 2 - Nepotism Policy
- Section 3 - Selection
- Section 4 - Recommendation for Employment
- Section 5 - Appointment
- Section 6 - Personnel Action
- Section 7 - Employee Groups
- Section 8 - Responsibilities of All College Employees
- Section 9 - Rights & Privileges of Full-Time College Employees
- Section 10 - Romantic Relationships between Employees and Students
- Section 11 - Grievance Procedure
- Section 12 - Academic Freedom


President’s Report

Student Success Story: Dr. Quirk-Bailey shared that Danielle had been working as a Certified Nursing Assistant (CNA) for many years. Her dream job, however, was to become a certified nurse. In January of 2020, she began her journey toward her dream by qualifying for the Workforce Equity Initiative (WEI) Licensed Practical Nursing (LPN) program at ICC.

Like many of our students, Danielle’s journey to success wasn’t easy. After losing her grandmother, Danielle said, “She was like a second mom. My grandmother was everything to me, so it really hurt to lose her and still have schoolwork to complete.”

Despite her challenges, she maintained a positive attitude and refused to give up. Her perseverance and dedication were on full display when she didn’t pass a difficult nursing class on her first try. Rather than give up, she enrolled in the class again and passed by a landslide with a 92%. She shared, “I’m so glad I stuck with it. I was fortunate to have strong role models that helped me through the program. When I thought about giving up, they continued to push me and provide motivation.”

This spring, Danielle completed the LPN program and passed the National Council Licensure Examination (NCLEX) in July. She is officially a certified nurse living her dream. Thanks to ICC and the WEI program, she is now working as an LPN at Riverside Medical Center where she earns $26 an hour.

Danielle stated, “I am really looking forward to taking care of people. I have always wanted to help others, which is why I chose healthcare in the first place. I am incredibly grateful to ICC and the Workforce Equity Initiative program for giving me the opportunity and for helping make this dream come true.”

Danielle is yet another example of how the Workforce Equity Initiative program changes lives and provides pathways to careers with living wages. Congratulations, Danielle.

Dr. Quirk-Bailey recognized the program directors, Professors Terri Punky and Valerie Moore, stating that they had to reprogram this entire program to include a January start option. They completed this reprogramming in two and a half months. In the second year, they have doubled the cohort size.

Report:

Dr. Quirk-Bailey referenced the Institutional Accountability report and invited Dr. Swaim to talk about Quality Matters.

Dr. Swaim noted that ICC students had to pivot in 2020 from in-person courses to online courses. Historically ICC offered at most 15% of its classes in an online format and both students and faculty were uneasy and lacked confidence in pivoting to the online format, but pivot they did, nonetheless. He invited Dr. Jill Wright to speak about the Quality Matters program. Dr. Wright announced that ICC had 123 faculty, staff, and administrators complete the teaching online credential. ICC sponsored this program from October 2020 to August
2021. This credential is earned by successfully completing 7 modules which span 11 weeks. Dr. Swaim reviewed the completion statistics over the academic departments. Faculty shared that they primarily completed the program for professional development but, after completing the program, reported that they are now more familiar with online course development and design. They are aware that their online pedagogy and course design have a positive impact on student learning, enjoy knowing more about course design, and appreciate the resources the College has provided them. Dr. Wright introduced Fallon Allison, Coordinator Faculty Development, who coordinated this training program. Ms. Allison provided an overview of her role.

Dr. Swaim thanked Ms. Allison, the faculty, and the deans for all their hard work. Dr. Quirk-Bailey thanked everyone as well.

Dr. Quirk-Bailey stated that ICC’s response to rapidly adopt technology and maintain academic and operational functions could best be described as heroic. The response of all ICC employees should be applauded. She thanked the technology teams who remained on campus to provide support for everyone.

Team ICC is now building on what it learned out of necessity, such as redesigning courses to include “in-person”, “online scheduled and “online anytime” as well as certification for online teaching through Quality Matters. She gave a special thanks for faculty Megan Bomer and Dan Kelly for leading the OWL technology implementation process. Kronos was implemented for electronic submission of time sheets and time off request. Another significant outcome was the extremely accelerated accessibility of professional development – 202 employees completed ADKAR training and 140 engaged in Microsoft 365 training, which is critical in the success of teaching and supporting students remotely. ICC achieved more this last year than can be documented in a single report. The outcomes are the result of the entire team at ICC performing beyond expectations in this environment. Included in this is the outstanding work of the Board as they won the highest national community college diversity award, the Charles Kennedy Equity Award from the Association of Community College Trustees (ACCT). Dr. Quirk-Bailey shared some key results from the Institutional Accountability Report:

- Achieved impressive results of Multiple Measures Outcomes – Over 250 students were placed into college-level work based upon their high school GPA and met the same standards as students who were placed from other measures.
- Achieved remarkable results with Inside Track – Using this methodology, there was a nine-percentage point increase in retention of our students. All advisors are now being certified in this process.
- Submitted a $30 million Promise Neighborhoods grant and developed a plan to revitalize ZIP code 61605 in partnership with over 40 community agencies and businesses
- Graduated the first Dual Degree cohort
- Graduated the first cohort of industrial maintenance apprentices and enrolled another 83 students in customized IT apprenticeships
- Awarded over $23 million in grants
• Expanded the Workforce Equity Initiative and enrolled an additional 80 participants of poverty, of which 72% were African Americans and 63% were within the targeted geographic area. A total of 325 certificates were awarded, resulting in the average wage of $18.13. This was above the $17 target rate, which is 30 percent above the poverty level in our region.

• Managed the statewide program of $18 million across another 15 community colleges.

The board received opening day enrollment comparison data from 2019 & 2020, noting there was a slight change to the negative. The Board will receive a complete analysis on enrollment in the September Board meeting, when the census report will be available as well as comparative data to other community colleges. The College may need to look at new models to increase enrollment moving forward.

Celebration of Learning: Dr. Quirk-Bailey thanked Chair Davis and Trustee Byrd for attending the Celebration of Learning.

There is an upcoming Jim Thome event with the Educational Foundation on September 22. The Board members will receive invitations. While Hall of Famer Jim Thome is on campus, he will speak with and work with our students. There will be a fundraising dinner and program followed by a public dedication of Thome Fields and then a three-inning scrimmage.

Dr. Quirk-Bailey highlighted the Childcare and Food Services updates that were shared in the Board newsletter and thanked the teams that continue to lead these initiatives.

Dr. Quirk-Bailey stated that the first wave of grants has come out and the majority of them will be available over the next two months. Most of these grants do require partnerships in regional efforts, so those meetings have begun.

Chair Davis stated, on behalf of the Board, how proud she is of all the work the faculty did in times of uncertainly to produce the results they did and taking their own time to become certified in online teaching.

Trustee Thetford noted that the College is down 6 percent from FY20. Dr. Quirk-Bailey agreed and stated that, in terms of headcount, the College is down from FY19 by 15 percent and in credit hours down 19 percent.

Trustee Thetford asked if the Board would receive additional information on the Jim Thome event. Dr. Quirk-Bailey stated this event came up very quickly. She shared details and told the Board they will receive more information on this event.

Trustee Lamb stated that, as faculty transitioned and pulled off amazing things, they will now have to redesign their classes in Canvas by 2022 and asked if there is some process in place. Dr. Swaim stated that there is a team piloting the program with a limited number of students and courses. They are receiving a modest stipend, and as part of the
deliverables, are producing training videos that will be shared with their colleagues. Any faculty member that is not in the pilot still has the opportunity to use a sandbox version of Canvas. This program is expected to roll out summer of 2022.

Dr. Quirk-Bailey reminded the Board that the College had to make a change due to the Blackboard product being discontinued. The College was required to move to a cloud platform, which did not compare to the features that the College was used to having available. Blackboard’s contract will end in spring of 2022.

**Treasurer’s Report**

Mr. Bruce Budde, Treasurer, shared unaudited results for the June 30, 2021, Treasurer's Report. The auditors are now on site to conduct their audit over the next couple of months.

There are positive variances in both revenues and expenditures, as we have been tracking consistently through the year.

The revenue variances closed the year on budget with the exception of revenues from Corporate Property Replacement Tax. This is typically budgeted based upon the previous year’s figure since this is difficult to forecast. This year it came in considerably higher than anticipated.

The expenditure variances are favorable across the board, as explained throughout the year, due in large part to some of the CARES Act funding being used to support operational expenditures, though the salary variance was due to the timing of replacing open positions, and through favorable health claim activity.

Trustee Thetford noted that, at the end of the year in the past, we are used to the State being behind in payments, but that is not the case this year. This is incredibly positive results in terms of revenues including tuition revenue and also favorable in expenditures due in large part to the fact that the college was not open. It was noted that, even absent the COVID-19 funds, this last fiscal year was very positive for the College. Mr. Budde agreed with Trustee Thetford, stating that everything did align well.

Chair Davis called for a motion to approve the Treasurer’s report. Trustee Thetford moved to accept the Treasurer’s report as presented. Vice Chair Daniels seconded the motion. Chair Davis called for a roll call vote and the following Trustees responded “Aye”: Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis. “Nay”: None. Absent: None. The motion passed.

**Informational Items:**

**6.1 Innovation Fund Status Year End Update (Ed Babcock)**

Trustee Thetford stated the Board has approved putting in over $4 million into this fund over four years and there is currently $1.93 million. She asked if there were any discussions on usage for these remaining funds. Mr. Babcock, Controller, said there are new projects
coming up he just recently became aware of being discussed. There are also projects from last year that were budgeted but not implemented or the cost was sourced elsewhere, which resulted in additional funds added back into this fund. He is not aware of any other major projects currently that have not been identified on the report.

Trustee Lamb asked if there was a duplication in contractual agreements for grant writing between Dr. Friesenborg and the grant writer for the Manufacturing Academy. Mr. Babcock noted there was no duplication.

Dr. Quirk-Bailey stated that our internal staff was assigned to the Promise Neighborhoods, so the Manufacturing Academy grant (which was across five other colleges), was developed by Ms. Friesenborg and the coordinator was working on all of the information from the other colleges.

Dr. Quirk-Bailey stated a new facilities grant has been release by the Economic Development Association (EDA); the College will be resubmitting for a new grant under the federal agency. There will also be another opportunity for a facilities grant. We will use the same plan and approach and will continue to pursue grants. That was a good investment on the part of the Board as we will continue to find funding sources to make this happen.

6.2 FY 2021 Institutional Accountability Report (Jill Blair)

Dr. Quirk-Bailey thanked Jill Blair, Project Director Title III, for pulling this information together from sources across the College.

Trustee Thetford asked if there were any initiatives that failed to achieve their goals that need to be worked more fully on? That seemed to be missing from this report. Dr. Quirk-Bailey stated that the items that did not meet the goal or timeline are shared in the Institutional Operational Report. In terms of this report, the reporting is only on achievements throughout the College. Ms. Blair stated that, in the section of Institutional Effectiveness Measures, there is a review of data that acknowledges that some of the indicators may be moving in the wrong direction, but it is too soon to predict what the outcomes will be. Trustee Thetford thanked Ms. Blair but stated that it would have been helpful to have some of those issues highlighted or data included that is trending in the opposite direction.

Trustee Cannon stated that he did not see any report out on the cohort with the Peoria Housing Authority and the construction trades. He does see that as an achievement but did not see that included in the report. Dr. Quirk-Bailey stated, from a data and accomplishment standpoint, it was covered by the Workforce Equity Initiative, so it was rolled up in the Workforce Equity Initiative, but she can get it added.
Action Items

7.1 Updates to the Bylaws of the Board of Trustees (Gale Thetford)

Article V Personnel:

Section 1 - Affirmative Action
Section 2 - Nepotism Policy
Section 3 - Selection
Section 4 - Recommendation for Employment
Section 5 - Appointment
Section 6 - Personnel Action
Section 7 - Employee Groups
Section 8 - Responsibilities of All College Employees
Section 9 - Rights & Privileges of Full-Time College Employees
Section 10 - Romantic Relationships between Employees and Students
Section 11 - Grievance Procedure
Section 12 - Academic Freedom

Trustee Thetford moved that the Board of Trustees approve the updates to the administrative policies of the Board of Trustees. Trustee Cannon seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway. “Nay”: None. Absent: None. The motion passed.

7.2 Resolution 2021-10: Approval of the FY21 Budget (Vice Chair Daniels)

Vice Chair Daniels moved to approve Resolution 2021-10 – Approval of the FY22 (correction noted) Budget as presented. Trustee Byrd seconded the motion.

Trustee Lamb asked how the 25 percent increase in benefits was derived. Mr. Budde stated that analysis is completed on projected claim activity, and they also work with a consultant on projections and assumptions. The College is self-insured, so there is always an inherent risk of volatility. This makes it challenging in forecasting these numbers. Claim activity is expected to increase as we move out of the pandemic. As analysis is completed between self-insured plans versus employee plans, it was noted that the College is saving a considerable amount by eliminating the profits for the carrier.

Trustee Thetford stated that, in reviewing the budget, she asked for confirmation that the tentative budget fund balance is 40 percent. By her calculations in looking at a budget of $56.5 million with a fund balance of $23.8, it comes to 41.2 percent. She believes that a 42 percent fund balance is too high to maintain in a regular climate in keeping this amount of taxpayer money and would like to have a conversation about this in the future.

She referenced the sheet that delineates the institutional uses of the CARES Act funding. She noted that institutionally the College received 15.2 million and has expended all but 6.1 million. This is good in that is shows the Trustees what has been done. She would also like to see a comparable report outlining the planned student distribution of the remaining
CARES Act funds totaling $5.9. It is important to see this as stewards of these funds. She would also like a reminder of how the initial funds were distributed in addition to the plans for any subsequent dissemination. It is the fiduciary responsibility of the Board.

Mr. Budde stated that there is a student services team that meets on a regular basis managed by Bill Hebert, Vice President of Student Success, to look at the allocation factors for students. The three allocations totaled about $26.1 million - $15.2 is institutional and $10.9 million is directly distributed to the students. The first two allocations were directly distributed to the students. The third allocation of $7.3 million has already been partially allocated to the students for the summer semester. A portion is being allocated to students for the fall semester with a plan to distribute the remaining dollars for spring. This team meets on an ongoing basis to determine how to best allocate these funds.

Dr. Quirk-Bailey explained there is a plan developed by the team but before it can be implemented, we need to receive the census data to understand how many students will qualify in each category and what the total amount available is. Some of the final numbers to allocate the money may need to change to expend that money but, for each semester, there is a plan based upon student need and the changing student characteristics that will be implemented after they receive the census day numbers.

Trustee Thetford stated she has been asked by individuals for specifics on how funds have been used, so she would like an informational sheet along these lines as to what has been sent out to the students and how the remaining funds will be distributed. Mr. Budde stated that the timing of that will align with the census day reporting next month.

Trustee Cannon asked if the Student Trustee could be involved in this process going forward as she would have insight from the student population. Dr. Quirk-Bailey stated that one of the barriers to including a student on this team is that the team does review student financial aid and other background information that would preclude a student from participating on this team, but she will look into this. Trustee Cannon would like to have the Student Trustee involved where possible. Trustee Thetford stated that perhaps she could be involved at the higher-level conversations.

Trustee Byrd stated she supports what Trustee Thetford is suggesting with their fiduciary responsibility as Trustees. Being able to see the plan before it is implemented so they can support it is important. She said this is no different than approving budget dollars, so she thinks they should have a role in this as well, and it does help to have more detail. We are now asking for the additional detail on this and would like to see a beforehand look as to the plan versus a report on what has already been done. She does echo what Trustee Thetford is saying. She does also echo what Trustee Cannon is saying on having the Student Trustee involved in the distribution of these funds to the students where appropriate.

Chair Davis shared that she does not disagree, but these funds do have to be approved before there is a draw down. She confirmed with Mr. Babcock, stating distribution of these funds must meet specific criteria and the guidelines do change at various intervals
This has been a math equation. The first distribution of funds was based upon a survey completed to help the students who were in most need. Now the funds are being distributed to all students based upon their financial need and credit hours registered. The more need they have, the more funding they receive.

Trustee Thetford confirmed that the funds cannot be used to erase a student’s debt unless it is approved. However, with respect to the institutional CARES Act money, the College is proposing to use $1 million to relieve student debt. Mr. Babcock confirmed that yes, the institutional funds can be used for that purpose and there are certain things that are not allowed to be written off, but the final decision has not yet been made.

Dr. Quirk-Bailey stated that students were not prevented from enrolling if they owed a balance. She noted the Department of Education keeps changing the rules, so the College does need the census day data to apply the next distribution of funds based upon the current rules.

Trustee Thetford asked if the College has reached out to students who have debt to encourage them to enroll. Dr. Quirk-Bailey confirmed the College has reached out to the students electronically to inform them that this barrier has been removed and the College will work through how CARES Act funds can be used to support them. The employees have also been coached on how to approach students with this messaging. Trustee Thetford would like a report on how effective this method was, including the number of students and the amount of funds distributed. Mr. Babcock shared the Department of Education is now asking for reporting on this so the team is working on this type of report.

Mr. Budde pointed out the report that detailed the changes from the tentative budget to the final budget. The only changes were made on the revenue side. Tuition revenue is down $1.3 million, and adjustments were made to Corporate Property Tax revenue based upon where the College finished the year as well as the additional state funding that was received.

Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, “Nay”: None. Absent: None. The motion passed.

Unfinished Business: None. Trustee Thetford asked what is happening now in regard to the meetings. Is the public able to participate virtually? Dr. Quirk-Bailey stated this meeting is being broadcast and will continue to be broadcast, which is where the discussion ended the last meeting. The only thing that changed is that the Governor extended to this meeting the remote attendance of the Trustees. We will continue to broadcast these meetings as was previous discussed.

Trustee Byrd referenced the July 15, 2021, Board of Trustees meeting and read the minutes verbatim regarding Chair Davis asking the administration to bring a plan for public participation to the Board at its August meeting. Chair Davis stated that was correct but
since things have changed at a state level, we are waiting to understand what further guidelines will be put in place that may impact public participation.

Dr. Quirk-Bailey stated that there was agreement at the last meeting that the meetings would continue to be broadcast for public participation and that the technology team would determine how to best do that. She did confirm that the technology method used to broadcast this meeting to the public will continue in the future.

Trustee Lamb said she now sees the childcare update in the newsletter with very comprehensive detail. It appears there are actionable items and children on the waiting list. She found it interesting that people were interested in having more than one child in the childcare center, but they were younger, so it is interesting in trying to put together the right thing for the student's needs.

Mr. Budde clarified that the waiting list is for the public. The students are prioritized first and then employees. Students do tend to make decisions at a slower pace, so space is being maintained in the center for additional children of students. Once that is complete, they will work to fill the remaining spaces.

Trustee Thetford shared, from information that she received from Dr. Quirk-Bailey, the childcare is currently at 21 children with members of the public still on the waiting list.

**New Business:**

Trustee Lamb referenced the Marketing report in the newsletter for the Children’s Center reopening and asked if that was on the East Peoria campus or both campuses. Mr. Budde confirmed it is on the East Peoria campus. She asked if there are any plans for accommodating students on both campuses. Dr. Quirk-Bailey stated that we had agreed that once the data was collected, that would come back to the Board with a recommendation. The Board had approved currently to go forward with the voucher system as well as the re-opening of the current childcare center. Trustee Byrd stated she appreciates the data.

Trustee Thetford stated that a number of the Trustees received information on a significant amount of federal funding available for early childhood education. She would like to have someone look into this and asked if there is a timeline to apply for this funding. Dr. Quirk-Bailey responded that the EDA funds are the only funds that have currently been released. The funds that Trustee Thetford is referring to are included in the infrastructure bill and, other than to say that there would be money available for childcare in that bill, any of the details on how it would be allocated have not yet been shared. The next step for this bill is for the approval of the overall federal budget. The next step would be the RFPs to be written by the various agencies in terms of how the funds will be allocated. Once those guidelines are released, the College will be able to apply for the grant funds. This is one of the things that Dr. Friesenborg is assisting with. The College is in final interviews for a grants manager and does have a plan to monitor this when it comes out over the next quarter to understand
how that money will be allocated. Chair Davis noted that, as this is currently at the federal level, there is no guarantee this will be approved.

Closed Session

At 6:42 p.m., Chair Davis entertained a motion for closed session. Vice Chair Daniels moved that the Board of Trustees conduct a closed session to discuss the following matters:

- Litigation when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal or when the public body finds that an action is probable or imminent. (Section 2(c)(11) of the Open Meetings Act);
- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (Section 2(c)(1) of the Open Meetings Act);

Trustee Thetford seconded the motion. Chair Davis requested a roll call vote. The following Trustees responded “Aye”: Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, and Dr. Bettsey L. Barhorst. “Nay”: None. Absent: None. The motion passed.

Chair Davis asked Dr. Quirk-Bailey to request that Bruce Budde, Treasurer, and Dr. Charles Swaim, Vice President of Academic Affairs, remain for closed session. All other guests and staff members were excused. A break was taken from 6:43 p.m. to 6:55 p.m.

Trustee Cannon departed the meeting after open session concluded.

Adjournment (Closed Session)

At 7:31 p.m., Chair Davis entertained a motion to adjourn the closed session and resume open session. Trustee Thetford moved to adjourn the closed session and resume open session. Trustee Lamb seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, and. “Nay”: None. Absent: Carl Cannon. The motion passed.

Adjournment (Open Session)

At 7:32 p.m., Chair Davis entertained a motion to adjourn open session. Trustee Thetford moved to adjourn open session. Trustee Lamb seconded the motion. Chair Davis requested a roll call vote and the following responded “Aye”: Paula Davis, Cindy Byrd,

The next meeting of the Illinois Central College Board of Trustees will be on September 16, 2021, in the Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees