Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees Minutes
July 15, 2021, 5:00 p.m.
East Peoria Campus, Founders Room

At 5:00 p.m., Chair Davis called the regular meeting 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, Cindy Byrd, Raena Holloway, and Gale Thetford were present. Attending remotely: Kelly Daniels, Dr. Bettsey Barhorst. Absent: None. Late: Diane Lamb.

Diane Lamb arrived at 5:05 p.m.

Recognition:

Dr. Sheila Quirk-Bailey, President, introduced Arnitria Shaw, Dean of College and Career Readiness, stating that she and Dawn Fentem, Manager of Adult Education, will share some amazing outcomes of the GED program over the COVID semesters. Dean Shaw shared that the Adult Education team has been able to do some amazing things for this program and the community and then welcomed Ms. Fentem to speak. Ms. Fentem stated that this adult education program has been operating for over 50 years and serves 500-600 students per year. While this past year was challenging, the program was still able to advance 62 students through to their GED credentials, highlighting the fact this is only one student off the all-time high. This was achieved, in part, by the generous donations of the Educational Foundation. The Foundation sourced money to help students pay for the four tests of the GED, which total $120 per student. Adult Education is also a partner in the Workforce Innovation and Opportunity Act, which is mandated to provide education and training in the three to four areas of the greatest needs for at-risk adults in our region. In addition to GED classes, this program also hosts healthcare, manufacturing and welding, information technology bridge, and integrated education and training by partnering with the Career & Technical Education (CTE) departments at the College. Their tag line is they are “not just another GED program”. They offer so much more. Just like Early College allows high school students to earn college credit, this program does the same thing for their GED students. They take GED programming along with tuition-based classes to earn an entry-level certificate. One of the core outcome measures mandates that this program assist high-school-level readers through their GED credential and enter post-secondary education for employment. The program exceeded this goal by 15 percent. Dean Shaw highlighted that, while the average program participant is at an eighth-grade reading level, many start at a fifth or sixth grade reading level so the program does have retention goals, where they keep students year after year to help keep them working towards their credential.

Trustee Lamb asked how people find this program. Ms. Fentem stated that the program has a page on the ICC website, other community networks, and many of the educators serve on various committees for the Homeless Continuum. Before each semester starts, a flyer is sent out to these programs. Classes start every eight weeks. The program also has jump-start classes, online scheduled, and online anytime opportunities. The program is also
moving towards having a communications coordinator to help with the social media and marketing.

**Hearing of Citizens:** None

**Conflict of Interest:** None

**Consent Agenda**

Chair Davis asked for a motion to approve the consent agenda. Trustee Byrd noted she has questions on the purchase report and would like to have the Institutional Effectiveness and Strategic Planning Consultant removed from the purchase report. Trustee Thetford moved to approve the Consent Agenda including Minutes of the Open Session of the Regular Monthly Meeting on June 17, 2021, Minutes of the Closed Session of the Regular Monthly Meeting on June 17, 2021, the Purchase Recommendations, as amended, and Monthly Bills for June 1 - 30, 2021. Trustee Cannon seconded the motion.

Trustee Lamb was happy to see that eight adjunct faculty moved into full-time positions. She also asked what the business developer is. Dr. Quirk-Bailey shared what the responsibilities are for the business developer position in the Workforce Division. She said that currently ICC is turning companies away for whom we do customized work in developing their workforce, as the companies are asking ICC to work with their labor force in different ways. The business developer will work with businesses to help solve their workforce problems in partnership at ICC.

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

Chair Davis invited discussion on the Institutional Effectiveness and Strategic Planning Consultant, which was pulled from the purchase report.

Trustee Byrd asked what the beginning date of the contract is. Dr. Quirk-Bailey stated it will be effective once approved by the Board. Trustee Byrd asked if this contract is ongoing, and Dr. Quirk-Bailey stated their current contract expired June 30.

Trustee Byrd said she did see that the contract stated it is not to exceed $75,000 per year. She noted that it looks like the total exceeded that in just the past few months. Rick Joseph, ICC attorney, noted that the contract is based upon the year of the contract term. Trustee Byrd asked, if the College has already paid over $77,000 in three months, can the College stay within the $75,000 for the year of the contract, which was affirmed.

Trustee Byrd asked if the College is still seeking to fill the Chief Innovation and Institutional Effectiveness Officer position, which Dr. Quirk-Bailey affirmed. Trustee Byrd stated, as this consultant is also addressing Institutional Effectiveness, she is wondering about overlap of work with that position as well as with the project management office and a senior grants officer. Once these positions are filled, will this change the contractual arrangements. Dr.
Quirk-Bailey stated that all of those job functions are options and doesn’t mean that those functions would be performed the entire length of the contract. As the College does not have an Institutional Effectiveness Officer, this consultant is helping out with that position until it is filled, and they would then help out with the transition of that job. Currently there is no grant officer at a time when this country will see one of the largest outpouring of grants available. Last year, this consultant managed the manufacturing academy grant and the two major private foundation grants, both of which were funded for over $430,000 so the investment in the consultant had a considerable payoff. Until the grant positions are filled, Ms. Friesenborg will manage the grants as well as the institutional effectiveness report. She will not do all of these job functions during the entire contract, but she is a resource until these roles are filled. The grant writer position search has failed twice as there is high demand currently for grant writers.

Trustee Byrd noted the contract was for up to five years and wanted clarification on that. Trustee Byrd referenced the five-year contract and asked if we are approving this contract for five years. Dr. Quirk-Bailey stated that the contract is renewable for up to five years before it would have to be put up for bid. Bruce Budde, Executive Vice President of Administration & Finance, noted that while the contract is renewable for five years, the contract would be approved annually. Dr. Quirk-Bailey noted that there is a three percent escalator per year. Trustee Byrd asked what the three percent escalator is based upon and if there is some type of performance assessment at the end of each year that an increase would be based upon? Mr. Budde stated that an escalator is not necessarily based upon performance, but outcomes would be assessed before renewing the contract for another year.

Trustee Thetford stated she is comfortable approving this and hopes that, as the grant position is completed, there will be pursuit of some of the smaller grants available such as ones for the Childcare Center that there was not time for as opposed to all these significant grants which, while great, we did not get all of them. We could also have the grant personnel go after some of the small grants that could help some of the College’s other efforts.

Chair Davis asked if Trustee Byrd is expecting this motion to be as written. Trustee Byrd stated that, with the clarification that Mr. Budde provided, she is OK with the motion as written. Chair Davis asked if she would consider that to be making the motion to which Trustee Byrd affirmed yes. Trustee Byrd motioned to approve the Institution Effectiveness and Strategic Planning Consultant as written. Trustee Thetford seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “Nay”: None. Absent: None. The motion passed.

Minutes

# Purchase Report

## BID ITEMS TO BE APPROVED FOR AWARD

<table>
<thead>
<tr>
<th>Division</th>
<th>Bid</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>TRUCK DRIVER TRAINING SIMULATORS</td>
<td>Virage Simulation</td>
<td>$252,700.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></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 Systems</td>
<td>ORACLE THREE YEAR MAINTENANCE CONTRACT</td>
<td>Oracle</td>
<td>$1,025,375.99</td>
</tr>
<tr>
<td>Information Technologies</td>
<td>MICROSOFT CAMPUS AGREEMENT</td>
<td>CDW-Government</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>Information Technologies</td>
<td>INTERNET SERVICE PROVIDER- EAST PEORIA CAMPUS &amp; CAMPUS HOUSING</td>
<td>Stratus Networks</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>Information Technologies</td>
<td>INTERNET SERVICE PROVIDER- PEORIA CAMPUS</td>
<td>Windstream Communications</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

## DIRECT PURCHASES

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise Systems</td>
<td>ISSUE TRACKING AND PROJECT MANAGEMENT RFP- FIVE YEAR CONTRACT</td>
<td>TeamDynamix</td>
<td>$189,421.14</td>
</tr>
</tbody>
</table>

## PROFESSIONAL SERVICES

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Effectiveness</td>
<td>INSTITUTIONAL EFFECTIVENESS &amp; STRATEGIC PLANNING CONSULTANT</td>
<td>Friesenborg &amp; Associates, LLC</td>
<td>$75,000.00</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>4,267,077.77</td>
</tr>
<tr>
<td>Operations and Maintenance Fd</td>
<td>901,790.23</td>
</tr>
<tr>
<td>Oper and Maint Fund (Restrict)</td>
<td>607,127.10</td>
</tr>
<tr>
<td>Bond and Interest Fund</td>
<td>350.00</td>
</tr>
<tr>
<td>Auxiliary Fund</td>
<td>206,531.63</td>
</tr>
<tr>
<td>Restricted Fund</td>
<td>1,256,198.79</td>
</tr>
<tr>
<td>Audit Fund</td>
<td>13,535.82</td>
</tr>
<tr>
<td>Liab, Protect and Settlement Fd</td>
<td>321,812.41</td>
</tr>
</tbody>
</table>

**TOTAL FOR ALL FUNDS:** $7,574,423.75

**Personnel Report**

**New Hires:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristen Mott</td>
<td>Executive Assistant to the President</td>
</tr>
<tr>
<td>Sherrie Edmonds</td>
<td>Adult Education Transitions Coordinator</td>
</tr>
<tr>
<td>Michael Schulte</td>
<td>Business Developer</td>
</tr>
<tr>
<td>Brittany Sherman</td>
<td>Full-time Nursing Faculty</td>
</tr>
</tbody>
</table>

**Rehires:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Grohmann</td>
<td>Interim Child Development Specialist</td>
</tr>
<tr>
<td>Amie Belcher</td>
<td>Interim Child Development Specialist</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Nick Jackson</td>
<td>Full-time Police Officer</td>
</tr>
<tr>
<td>Robert Buysse</td>
<td>Part-time Security Officer</td>
</tr>
<tr>
<td>Nicole Ramsay</td>
<td>Part-time Dispatcher</td>
</tr>
<tr>
<td>Anthony Scriven</td>
<td>Application Support Analyst</td>
</tr>
<tr>
<td>Sharon Leifheit</td>
<td>Lead Communications Coordinator</td>
</tr>
<tr>
<td>Wayne Jordan</td>
<td>Part-time Campus Security Officer</td>
</tr>
<tr>
<td>Jennifer Balsimo</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Nicole Breidel</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Leah Grebner</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Betsy Hipple</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Alissa Ogborn</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Sondra Schaffer</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Tyler VanDeRostyne</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Sarah Zimmerman</td>
<td>Adjunct Faculty</td>
</tr>
<tr>
<td>Jess Ohls</td>
<td>HR Coordinator</td>
</tr>
<tr>
<td>Emily Points</td>
<td>Dean of Students</td>
</tr>
</tbody>
</table>
Separations:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Cannon</td>
<td>Student Success Advisor</td>
</tr>
<tr>
<td>Kate Stahl</td>
<td>Full-time Admin Assist to VP Workforce &amp; Diversity</td>
</tr>
<tr>
<td>Desiree Axelson</td>
<td>Full-time Faculty, Health Careers</td>
</tr>
<tr>
<td>Suzanna Kyulule</td>
<td>Full-time Faculty, Nursing</td>
</tr>
</tbody>
</table>

Board of Trustees Chair Report

**Announcement:** Chair Davis stated that the Trustees should have received the Lunch and Learn Schedule and it is included in the purple folders so the Trustees can mark their calendars accordingly. Chair Davis stated the Board Chair rotation, which outlines the rotation of Board Chair assignments, is also in the purple folder. The Board Chair rotation has been determined on total vote count. Chair Davis said if there is another method desired of determining the Board Chair rotation, please let her know.

Trustee Thetford stated that we should be able to figure out how to plug in Trustee Byrd and Trustee Barhorst in the chair rotation. Chair Davis stated that all of the Trustees have been put in the Board Chair rotation. Trustee Thetford stated that Trustee Lamb had more votes than Trustee Thetford so Trustee Lamb should precede Trustee Thetford. Chair Davis stated she had the results, but Trustee Thetford assured her she remembered the results and Trustee Lamb had more votes. Chair Davis stated that the Board Chair rotation would be corrected. Trustee Thetford then corrected herself stating that she may actually have had more votes and that she is OK with this rotation but that we need to be careful not to plug in the new Trustees before some of the sitting Trustees do their rotation. Chair Davis shared the vote count based upon the canvassing results shared by the Board Secretary, which showed that Trustee Thetford had 13,703 votes and Trustee Lamb had 13,584 votes. It was noted that the Board Chair rotation was accurate as presented.

Trustee Barhorst asked if this Board Chair rotation is by state law or is this the policy of this Board. Chair Davis and Mr. Joseph stated that it is the custom of this Board. Trustee Barhorst said she has found that a one-year term is not enough time for a Trustee to absorb the job and feels that a two-year term should be considered in the future. She also suggested it should be by who the Board feels would be the best Chair.

Trustee Thetford stated that decision and philosophy was discussed in the past, and it was the consensus of the Board that allowing each Trustee to have an opportunity to serve as
Chair was a good way to develop leadership. However, any Trustee who does not wish to serve as chair may decline, and the position would move to the next Trustee in rotation.

**ICCTA Report:** Trustee Lamb shared that the ICCTA sends periodicals, and an article shared last month was discussed amongst the Board a year ago regarding the Heartland Academy for Learning Opportunities (HALO) for students with developmental disabilities who have aged out of school programs. Trustee Lamb asked if that program was something that would fit in at ICC. Dr. Quirk-Bailey stated there are ongoing conversations in the community including Easter Seals and the Autism Trust, which have $3 million they want to invest in those services and new programs. They are still working through who gets funded through the state and how this program should work, so they are currently holding off on developing a new program but are building on the regional system. ICC has offered space. They are currently working with other community organizations to develop a plan. If the program is adopted, ICC may have a bigger role in programming. There are other agencies vying to provide that. Further discussion ensued.

**Legislative Committee Report:** Trustee Thetford shared the legislative report.  

**National:** During our last ICCTA Legislative Summit in DC (pre-COVID) Trustee Cannon, Trustee Thetford, and Dr. Quirk-Bailey lobbied Representatives Bustos and LaHood for new language in the Ag. Bill to allow community colleges to have access to rural development funds previously restricted to land grant universities. In a good news update, the language was changed and now reads:

“*The (Appropriations) Committee encourages the Department to consider the mission and scope of all program applicants, including community colleges, hospitals and other regional public service entities and their ability to effectively address rural depopulation struggles. These entities are often located in regional “hub” communities larger than the program population limits, yet without these critical services many of the surrounding smaller towns could not exist and prosper. The Committee encourages the Secretary to make grants and loans available to these institutions, located in rural areas as defined by current law, and serve rural areas.*”

We would have preferred “requires” instead of “encourages” in terms of consideration, but the good news is community colleges now qualify and with Representative Bustos on the Ag committee, we are hopeful that the $1 million we are seeking to build a new pole barn including a classroom and demonstration space will be approved. The original language included four community colleges by name, including ICC, for $1 million each. This direct apportionment was removed and the committee instructed the Department to give consideration to those four colleges.

**State:** Governor JB Pritzker and the Illinois Department of Commerce and Economic Opportunity (DCEO) announced an $8 million expansion of the Apprenticeship Illinois program. Through a Notice of Funding Opportunity “NOFO”, DCEO will expand innovative and high-quality apprenticeship programs to prepare Illinoisans for jobs in high-demand
industries. Through the expansion, the State aims to serve an additional 750 apprentices across key industries, with plans to reach underserved populations as well as industries heavily impacted by COVID-19.

The State of Illinois will leverage $2 million in United States Department of Labor (USDOL) funding under the Workforce Innovation and Opportunity Act and $6 million of additional funding under the USDOL State Apprenticeship Expansion, Equity, and Innovation grant program to develop innovative new pathways in communities throughout the state while ensuring these training programs are aligned with current labor market/force needs. Career Link, the Regional Workforce Alliance, and ICC are looking to partner on this grant. Next month brings the Illinois legislative session.

**Student Trustee Report**

Student Trustee Raena Holloway provided the July Student Life report, stating that Student Life has discovered many ways to keep the students involved this summer and is looking forward to welcoming students in the fall!

**June 24-27:** PBL (Phi Beta Lambda) virtually participated and competed in the NLC (National Leadership Conference). Raena Holloway earned ninth place in the Public Speaking event.

**June 30:** Student Life and Campus Housing sponsored a Peoria Chiefs game with students. At the game, students received a fun tie-dye T-shirt and pictures with Homer, the Peoria Chiefs mascot.

**July 12-August 6:** During the “Smart Start Boot Camp,” current students have opportunities to act as “student mentors” while fulfilling the Smart Start Program’s goal and learning outcomes.

**July 26-28:** A member of PBL will attend the ICCCTSO (Illinois Coordinating Council for Career and Technical Student Organizations) conference. By attending, they will network with state officers from a variety of organizations and will gain knowledge to share with ICC.

**July 28:** Student Life and Campus Housing will be sponsoring a Peoria Escape Room event with students.

**August 14-20:** Student Life will have a variety of events for students to participate in during Welcome Week. Students can look forward to the following opportunities:

- “Ask Me” Stations
- Taco Tuesday
- “Pop Over to See Your RA’s”
- “Get the Scoop on the Transfer Center”
- “Be a Smart Cookie with Advising and Success Coaching”
- “Stay Calm and Have a Snack with Counseling and the Food Pantry”
• Luau and social event at Campus Housing

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 Jentezen Franklin said, “Impossible odds set the stage for amazing miracles.” At ICC, we set the stage so individuals can change their lives. One such student has overcome the odds and is making her miracle a reality at ICC. Allow me to set the stage with part of her story.

The statistics are not in her favor and her own family doubted her, but Ashley came to ICC with a mission – to be the first college graduate in her family; to better provide for her daughter; and to help herself, her fiancé, and their children build a better life together.

Ashley spent her childhood raised in foster homes as her parents were in and out of correctional facilities. Ashley candidly said, “I experienced or witnessed physical, sexual, verbal, and drug abuse, all at a young age. But it has made me who I am today – someone striving to better myself and help others. I will not let history repeat itself with me.”

At age 16, Ashley became a mother to her daughter Sophia. While she wanted to continue her education, she couldn’t afford a sitter and was forced to wait until Sophia was old enough to go to school. Once she was in school, Ashley enrolled in CNA classes and obtained her CNA certification. Her ultimate goal was to become a registered nurse. She was accepted into this fall’s ICC nursing program but before she can begin, she needed to complete two courses, Biology 205 and 206.

She began the first class in Spring 2020, experiencing the pandemic-caused shift to all online learning. As the Spring 2021 semester began, Ashley received shocking news no
parent wants to hear. She shared, "I had been doing great. I made the President’s List and had received nearly all A’s. Then my daughter started having headaches in school. Doctors discovered Sophia had a rare brain cancer and they needed to operate immediately. During this time, I had little to no family support. I started struggling to juggle school, everyday life, and my daughter’s healthcare. I reached out to ICC Health Careers Advisor Bridget Kelly, who had advised me at the start of my ICC journey, and told her what was going on."

From that moment, Bridget Kelly and Dean Wendee Guth became constant resources for Ashley, providing guidance and support that got her through her daughter’s surgery in Chicago and long nights studying at the hospital. "I would text Bridget in the middle of the night while studying at the hospital and ask her to call me the next day. She would call me at 6 a.m. and advise me or help me investigate questions I had. Every single day, she was there for me."

Ashley said, "When Wendee heard about everything I was going through, she arranged for a nursing program graduate to tutor me. With the tutor’s help, I earned a very high grade on the final test. My BIO instructor told me, "You stuck it out and pushed yourself through a difficult situation. You did not miss any assignments, worked hard, and reached out when you needed help. You have passed."

Armed with determination along with the support of ICC faculty and staff, Ashley overcame the intense challenges she faced to begin this fall’s nursing program. She shared, “My journey at ICC has been amazing so far. This past spring, I really relied on my instructors, deans, advisors, counselors, and tutors. I listened to their advice and beat the odds. I couldn’t have done it without their support.”

Consider these statistics Ashley is overcoming:

- Less than 2% of teen mothers attain a college degree by the age of 30.
- Being a parent substantially increases the likelihood of leaving college with no degree, with 53% of parents vs. 31% of nonparents having no degree after six years.

We look forward to following Ashley’s journey to becoming an RN as she continues to set her stage for success at ICC. To read the extended story, including additional statistics and details of Ashley and Bridget’s long-awaited first, in-person meeting, visit icc.edu/studentstory.

Report: Food Services update: Canteen has hired back 11 cafeteria employees. The rest of the employees either retired, found other employment, or chose not to come back for other reasons. These positions previously were part time and now 8 are full-time jobs.

Dr. Quirk-Bailey expressed her sincere thanks to the Interest-Based Bargaining (IBB) team that delivered the faculty contract for approval. The lead negotiator for the faculty was Maxine Cordell-Brunton. Her team included: Kim Vietti, James Decker, Jeff Gardner, Bill Hammer, Dan Kelly, and Pat Ward. On the administration side, the lead negotiator was Bruce Budde. The team included Dr. Chuck Swaim, Joe Bergman, Wendee Guth, and Michelle Bugos. Last year was an incredibly stressful and challenging year. To be in the
middle of contract negotiations during that time added another level of stress. This team worked wonderfully together and presented us with a great contract and a new model. Those MOU’s will continue to be worked on through this process until an agreement is reached. We hope that, by the end of the contract, we have a deeper level of a relationships and can really take time to strategize together and come to those decisions collaboratively.

Mr. Budde echoed those remarks. He gave credit to Maxine Cordell-Brunton and her leadership of the faculty team and the coordination. Adding Dr. Chuck Swaim to the team added a lot of credibility to the discussions which helped lead to the development of the MOU’s. He thanks the faculty team and how they approached the process. He also thanked the deans, noting this process is on top of all of their other duties.

Trustee Lamb had a question which was deferred to the presentation of the action item.

Dr. Quirk-Bailey referenced the informational item on Advising Redesign, noting that part of the requirement for Title III is that the College had to hire someone with a track record of helping colleges move forward. There was a list provided of companies to choose from and ICC chose Inside Track in terms of student success advising. They took on a student count of 400. Their retention rate was about seven percent higher that ICC’s retention rate so now ICC’s student success advisors are being trained as part of this package. Coaches have also been assigned and they meet with the advisors monthly and listen in and coach them with the work they are doing with students. Once they reach a certain level of excellence, the advisors then become certified. Dr. Quirk-Bailey is excited to announce that Molly Reed, Student Success Advisor, is the first student success advisor to become certified.

Dr. Quirk-Bailey asked Mr. Joseph to speak about the Open Meetings Act. The current exceptions expire on July 28.

Mr. Joseph shared some relevant aspects of the Open Meetings Act requirements:

- Training – every official must undergo Open Meetings Act training and must be done within 90 days of the Trustee being sworn in. Trustee Barhorst and Trustee Byrd must take this training by July 28.
- As of July 28, the pre-pandemic rules go back into effect. Electronic attendance will be permitted only under a very narrow circumstance allowed under the Open Meetings Act.
- A quorum of the Board must be physically present at the meeting location.
- Any Trustee wishing to attend remotely must give notice to the Board secretary along with the reason why they wish to attend remotely.
- There must be a motion by a Trustee to allow a Trustee to attend remotely and it must pass.
- There are a limited number of exceptions that an individual can participate remotely:
  - Personal illness or disability
  - Employment
- Family or other emergency

- The reason why the individual would attend remotely must be a part of the record.
- Vacations and personal business are not valid reasons for remote attendance.

Mr. Joseph also provided guidance on meetings and electronic communications. The open meetings act defines a meeting as a gathering - whether in person, video, audio, telephone, or electronic means such as without limitation electronic mail, electronic chat, instant message, or other means of contemporaneous communication of a formal public body.

For the purposes of the Open Meetings Act, we are a Board of seven. The Student Trustee does not count for the purpose of a quorum. A quorum of this Board is four. The majority of a quorum is three. We all know that three Board members cannot be conducting public business or discussing public business without it being considered a violation of the public meetings act. What individual do not always appreciate is the impact electronic communications have on that. One of the reasons you are encouraged not to reply all when the President sends out communications to keep the entire Board informed is so that you do not unwittingly violate the Open Meetings Act. If you are conversing electronically by text, email, or chat with two other Board members, technically you are in violation of the Open Meetings Act. The other aspect is, even if you are texting or emailing one other Board member, your communications are subject to discovery under the Freedom of Information Act unless there is an exception of that communication under FOIA. He noted that the City of Champaign recently lost a court battle in 2013 when, during a Board meeting, council members were texting each other. The newspaper decided they wanted to know what was going on and filed a FOIA request for the text messages even though they were on personal devices. The city challenged that decision. The court ruled in favor of the newspaper. So, this is a reminder to be careful. He also said these same conditions apply to any chats that take place during these electronic meetings on Zoom. Those chats are subject to the Open Meetings Act and potentially subject to FOIA.

Mr. Joseph shared one final note, stating that sometimes people treat the Open Meetings Acts with a cavalier attitude. It only takes one disgruntled individual to file a complaint with the Attorney General's office. Mr. Joseph's office has encountered a number of those for public bodies they represent where complaints were filed with the Attorney General's office. Depending upon the severity of the aspect and if it is deemed to be repetitive or intentional, the Attorney General will provide reprimands. The first instance they typically make you take the class again or additional classes and recertify in the Open Meetings Act. In certain instances, it is deemed a Class C misdemeanor and they do enforce this policy. Mr. Joseph invited the Trustees to reach out to his office if they have any questions on the Open Meetings Act.

Trustee Byrd asked if the training at the Illinois Community College Trustees Association (ICCTA) conference counts for the training. Mr. Joseph confirmed yes. Dr. Quirk-Bailey noted there is a training video from the ICCTA that could be shared with anyone that needs this training. It was noted that the Trustees have to take additional training in the first, third, and fifth year of their term.
Trustee Thetford asked what the College’s intention is for broadcasting the Board meetings, as they should be available for anyone who cannot be physically present. She stated that she hopes any presentations will also be in person unless there is a reason why someone cannot present in person. Discussion ensued on this. Chair Davis asked the administration to bring a plan for public participation to the Board at the August Board meeting. Trustee Thetford stated she attended the Peoria Park District meeting, and they are back to conducting them in the way they have always conducted them, which is everyone is in person. The public is able to attend in some online format to see what is going on but are not allowed to address anyone. Trustee Byrd stated she knows the meetings were set up this way previously, as she was able to view meetings prior to become a Trustee.

Chair Davis stated that technologically, we do not know what all of the broadcasting options are to meet the expectations as outlined by Council.

Mr. Joseph stated that the public body is not under any obligation to do so even though there are a number that do. Any platform chosen should not allow contemporaneous communication, meaning that any members of the public that wish to address the Board should be physically present. If the Board goes into closed session for any reason, the Board should not have to identify or tell any individuals that we are going to come back and give them a heads up in that regard. It is no different than if they were sitting in the audience and listening to this meeting. Having a mechanism by which the meetings are broadcast for one-way communication, meaning an individual can observe, would be acceptable.

Mr. Budde stated that this is doable in the Zoom format, there would just not be an access point. The other piece of this would be to do away with the laptops at each place, which can be disruptive when technology issues occur.

Chair Davis confirmed that administration will bring back a recommendation to the Board at the August Board meeting. Dr. Quirk-Bailey stated that this could be accomplished by email prior to the August Board meeting so the decision is finalized and put in place for the August Board meeting.

Trustee Barhorst shared that Jim Konskey, former ICC attorney, is in hospice.

Treasurer’s Report

Mr. Bruce Budde, Treasurer, stated there is no June Treasurer’s report. Everything is tracking consistently as it has throughout the year. The expenses are in a favorable position as the year closes.

The health claim activity did close in a favorable position as projected, at $1.5 million favorable to the estimate. More detailed analysis will be presented in August.

The corporate property replacement tax finished favorably as well. These numbers were positively influenced as the state did not need to draw on those funds for other needs, so all the distributions came to the colleges.
Mr. Budde stated that they are reviewing the numbers expected for corporate property replacement tax to see if any adjustments need to be made in the final budget and noted there might be a favorable increase there. Mr. Budde stated that, as he had shared in the newsletter, the College received favorable information about the state allocation and dollars coming from the ICCB. As the Board may recall, the College did not have the direct allocation, and the fact that ICC’s declines were less significant than others put the College in a favorable position. The College expects to receive $65,000 more in credit hour allocation. The equalization dollars, of which the College was at the minimum funding level before, will increase to about $135,000 more in equalization. This is good on the revenue side but even better in the fact that (recalling in the long-term discussions the concern if the College moves out of equalization, we would not only lose that funding source but, more importantly, the College would lose the access to that supplemental tax levy which yields closer to $3 million on an annual basis) this puts the College in a slightly more secure position. This extends the equalization concern a little further out, which is good news for long-range planning.

Trustee Thetford confirmed that there was no report to approve. She asked for a summary to be provided in the future to which Mr. Budde noted there was a summary in this month’s newsletter.

Chair Davis noted that not having a Treasurer’s report to approve in July has been the typical process in the past. She reminded the Trustees that, in the past, healthcare claims were not positive and to keep in mind that healthcare trends are cyclical and there will not always be this good news.

Informational Items:

6.1 FY2021 Institutional Operational Plan - Year-End Summary (David Cook)

David Cook, Executive Director – Institutional Research & Planning, noted that the College had a very successful year, in part due to better practice but also that faculty and staff did a lot of work on the planning teams to progress as far as they did, which was really encouraging. There is a lot of continuity of the work done in 2021 to 2022. Chair Davis stated that 89 percent of the items in the plan were completed in this year and found that pretty amazing given the challenges everyone faced. Tremendous credit is due to all those folks working on the plan.

Trustee Byrd thanked Mr. Cook on how clearly, he explained the report. She found it extremely easy to follow along with the explanations he provided.

Dr. Quirk-Bailey also thanked everyone on these planning teams. They were prepared to extend the time frames for these objectives, but not one team wanted to stop progression on the work that was being done. She is very proud of the faculty and staff and what they have accomplished.
6.2 Strategic Planning Team, Completion Team Update: Advising Redesign (Kari Schimmel)

Trustee Lamb stated she found the presentation to be very informative. As a former student, she asked how they direct undecided students that have not picked a career. Dr. Kari Schimmel, Dean – Arts & Behavioral Sciences, stated that built into the plan are paths for the undecided students in the Arts and Health Careers areas, among other career clusters.

Trustee Lamb also asked about the caseloads of the advisors. Under the new model, has the ratio of advisors to students been brought down? Dr. Schimmel stated yes and noted it was an intentional part of this effort. The team was very strategic about the way the plan was formulated and used existing enrollment data to put advisors in each of the clusters, so they did not extend their caseloads. The recommendations have been implemented from the National Academic Advising Association, so ICC’s advisors will have caseloads around 350-400 students. While that may sound high, the national average can be as high as 1800 students per advisor.

Trustee Lamb asked what the credentials are for an advisor. Dr. Schimmel stated that the job descriptions for the advisors were written so that they were required to have at least a bachelor’s degree and it also expressed a preference to have some experience with student development. It is less of a focus on the discipline and more focused on the student development, as the advisors will play the role of a success coach guiding the students through to completion. There is still space in this model for faculty to have relationships with the students and get more of a discipline focus from the faculty. The plan is built on the faculty and advisors working closely together.

6.3 NEW FT Three Credit Hour Scholarship (Kim Armstrong)

Trustee Lamb thinks that this program is great for the students.

Trustee Thetford shared that she also thinks this program is great and particularly if this is where the College’s largest decrease is in enrollment. But, for the next semester, she would like the College to come up with some sort of initiative to help the non-traditional students. She would like to see the wealth spread to that population as well. She questions if that population does not experience more financial stress. She would like some sort of incentive for that population. For students that have exhausted their aid, she would like to see the College have some sort of initiative to help this population even just a little bit such as through COVID-19 dollars or the Educational Foundation. There may be some population that cannot even sign up without a little bit of financial assistance up front.

Dr. Quirk-Bailey confirmed the College would look at this. She stated that there is a workforce equity initiative that does just that and is an annual amount of $1.8 million in direct support to students who are non-traditional, primarily of poverty. This program was based on the numbers and was the uncovered market that did not get the additional support. The $430,000 that was just received from a private grant from the CAT Foundation and the Gilmore Foundation also serves that non-traditional market. Based upon the
numbers, the reason that this program was structured was that the students just out of high school didn’t register, when 30 percent normally enroll at a college somewhere. This also helps those students that tried online and it didn’t quite work for them. This helps to round out the opportunity, as there is quite a bit of support for the non-traditional student on the private side as well as the grant side.

Trustee Thetford shared that there is a group of students that have attended ICC previously and thought they would go a certain route in terms of advising, but it didn’t work out so they decided on another route. Then, as a result of COVID-19 they could not attend ICC at all due to other factors. The particular person she knows has exhausted their aid. Nevertheless, they are signed up for a couple of classes. Could some COVID-19 or Foundation funds be put forward to help students who have exhausted their aid? Could some type of a program be put in place for this type of student? Dr. Quirk-Bailey asked that Trustee Thetford encourage this student to apply. There is an application for COVID-19 funds and, after census day, if the student stays, the COVID-19 funds would flow to the student. While they have to pay up front, they will get relief. In the long run after the COVID-19 funds are depleted, this is a very good suggestion for the Foundation funds to be able to be directed to students who have exhausted Pell funding. Dr. Quirk-Bailey stated they could look up that information from a Foundation standpoint and report back.

Trustee Cannon asked about the staff member assigned to work with private industry. He would like them to explore what private industry partners might provide funds and loan talent in certain disciplines to educate students. Dr. Quirk-Bailey agreed, stating that they are in discussions with Morton Industries, and this is exactly the type of work the business development position does. They work to find out what area businesses are willing to do and put that in a package to help students.

Trustee Thetford asked how the three-credit initiative is being promoted. Kim Armstrong, Vice President of Marketing and Institutional Advancement, stated that the last round of mailings has gone out, there have been billboards for the last four weeks, and targeted emails have gone out to all students and prospects. Admissions is looking from a new student perspective; reviewing students who are enrolled at 12 credit hours and reaching out to those students to make them aware of this program. Admission is doing dedicated enrollment days three times a week. A press release has been issues, FAQs are on the site, and Advising and Enrollment Services are talking to students.

Trustee Thetford stated she saw the advertising in Peoria magazine. Student Trustee Holloway stated she received it via email.

6.4 Reopening Standards Update – Fall Semester (Bruce Budde)

Trustee Thetford stated this is incredibly important public information. She would like to have this information highlighted during this meeting so people attending remotely can hear.

Mr. Budde provided an overview of the reopening standards. (See attached presentation.)
Trustee Lamb asked if employees have to quarantine after going out of state. Mr. Budde stated no quarantine restrictions are currently required but they continue to monitor trends and will consider restrictions if and when needed.

Trustee Lamb asked if the faculty need to be prepared to go remote. Mr. Budde stated that the College is in a good position if there is a need to pivot to remote teaching. They have all the tools to be able to engage in class in any format. The students also have the tools to attend classes remotely.

Trustee Thetford stated she would like to use COVID-19 funds to offer gift certificates as incentives for students to get vaccinated. Mr. Budde stated that the committee has discussed what type of incentives could be offered.

Chair Davis stated that these presentations are shared on the Board of Trustee webpage and available for the public to view for several days prior to the Board meeting.

Trustee Thetford stated she would like this presentation to be put on the main page of the ICC website.

Trustee Cannon thanked Dr. Quirk-Bailey for inviting families to participate in the upcoming vaccine clinic.

**Action Items**

**7.1 Approval of the Collective Bargaining Agreement Between the Board of Trustees and Illinois Central College Faculty Forum (Trustee Barhorst)**

Trustee Barhorst moved that that the Board of Trustees approve the Collective Bargaining Agreement Between the Board of Trustees and Illinois Central College Faculty Forum. Trustee Cannon seconded the motion.

Trustee Lamb asked about the MOUs and asked if those issues are being tabled. Mr. Budde stated that discussion will continue on the four MOU items including the definition of release time. The team did not want to rush through a conclusion to get the contract done. In the spirit of interest-based bargaining, the team will continue some of the discussions and do what is in the best interest of serving students. This will continue the dialog to come to a better conclusion for those items.

Trustee Lamb asked if the current contract will prevail for those items? Mr. Budde stated the current contract will prevail unless it has been specified in the MOU. At which point a resolution is arrived at, it will be immediately adopted and not wait for the next contract period. The team will take the summer off and begin dialogue in the fall to work through those issues.

Trustee Barhorst recognized Mr. Budde for the great job he has done in leading this contract process along with the administrators.
Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “Nay”: None. Absent: None. The motion passed.

7.2 Annual RAMP Submission (Trustee Cannon)

Trustee Cannon moved that the Board of Trustees approve the recommendation of the noted projects be submitted for consideration for State funding and the requisite match requirement. Trustee Barhorst seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “Nay”: None. Absent: None. The motion passed.

Unfinished Business: None.

New Business: Broadcasting of future Board meetings was discussed earlier in the meeting.

Closed Session

At 7:12 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”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “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 7:13 p.m. to 7:20 p.m.

At 7:21 p.m., Chair Davis called the closed session meeting to order and asked the Secretary to call the roll. Carl Cannon, Paula Davis, Cindy, Byrd, Student Trustee Raena
Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford were present. Attending remotely: Kelly Daniels. Absent: None.

(Closed Session)

Adjournment (Closed Session)

At 8:28 p.m., Chair Davis 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 Lamb seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “Nay”: None. Absent: None.

Adjournment (Open Session)

At 8:29 p.m., Chair Davis entertained a motion to adjourn open session. Trustee Cannon moved to adjourn open session. Trustee Barhorst seconded the motion. Chair Davis requested a roll call vote and the following responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. “Nay”: None. Absent: None. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on August 19, 2021, in the Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees