Vice Chair Davis called the Budget Public Hearing to order at 5:00 p.m. and asked the Secretary to call the roll. Paula Davis, Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford were present. Attending remotely: Kelly Daniels and Michael Everett. Absent: Carl Cannon.

Vice Chair Davis asked if there were any citizens that would like to comment on the budget, which has been on file for the required 30 days. There were no comments.

Diane Lamb joined meeting at 5:07 p.m.

Vice Chair Davis entertained a motion to adjourn the Budget Public Hearing. Trustee Thetford motioned to adjourn the Budget Public Hearing and Trustee Daniels seconded the motion. Vice Chair Davis requested a roll call vote, and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, Dave Mingus, Diane Lamb, and Gale Thetford. “Nay”: None. Absent: Carl Cannon. The motion passed. The Budget Public Hearing was adjourned at 5:09 p.m.

At 5:10 p.m., Vice Chair Davis called the regular meeting to order and led the audience in the Pledge of Allegiance. Vice Chair Davis asked the Secretary to call the roll and Paula Davis, Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford were present. Attending remotely: Kelly Daniels and Michael Everett. Absent: Carl Cannon.

**Recognition:** Dr. Sheila Quirk-Bailey, ICC President, recognized Jill Blair, who is Director of Title III and is currently overseeing the implantation of the ADKAR program. Ms. Blair shared an overview of the ADKAR program and the training plan for the faculty and staff. There have been 150 employees that have completed one or more of the ADKAR workshops which included 27 faculty, 69 staff, and 54 administrators. The change management practitioners will now support strategic projects going forward. Ms. Blair recognized the change management practitioners: Brian Asbury, Amy Daxenbichler, Jill Blair, Karhmen Feurtado, Julie Clemens, Wendee Guth, David Cook, Julie Howar, Cathy Korondi, Erika Schwiderski, Corey Lyons, Arntitia Shaw, Rachel Pace, Amy Young, and Keith Reynolds. Vice Chair Davis commended everyone, stating that she feels this is an important process to have within the institution.

**Hearing of Citizens:** None. It was noted that there were no citizens that made a request of the Board Secretary to address the Board.

**Conflict of Interest:** None
Consent Agenda:

Vice Chair Davis asked if any Trustee wished to pull any item from the Consent Agenda and there was no response. Trustee Thetford moved to approve the Consent Agenda including Minutes of the Open Session of the Regular Monthly Meeting on September 24, 2020, Minutes of the Closed Session of the Regular Monthly Meeting on September 24, 2020, Personnel Recommendations, Purchase recommendations as amended, and Monthly Bills for September 1 - 30, 2020. Trustee Everett seconded the motion.

Minutes


Personnel Report

New Hires

- Pam Miller - Success Advisor
- Michael Wibben - Senior Business Intelligence Analyst

Change of Status

- William Thompson  From: PT Truck Driver Training Instructor  To: TFT Truck Driver Training Instructor

Separations

- Jerry Smith - Success Coach
- Amanda Hidden - Lead Admissions Representative
- Jacqueline Lawson - Administrative Assistant - Student Success/Marketing

Retirements

- David Lewis  10/11/1999  Certified Housekeeper

Purchase Report

Bid Items:  None

Direct Purchases:
• Technology Services: LAPTOPS FOR FACULTY AND STAFF (Dell, Inc.) $280,400.00

Professional Services:

• Instructional: ONLINE TEACHING CERTIFICATE WORKSHOP PROGRAM (Quality Matters) $250,000.00
• Academic: INTERIM VICE PRESIDENT OF ACADEMIC AFFAIRS (The Registry) $202,800.00
• Institutional Effectiveness: INSTITUTIONAL EFFECTIVENESS & STRATEGIC PLANNING CONSULTANT (Friesenborg and Associates, LLC) $60,340.00

Data Processing Equipment, Software, and Telecommunications

• Technology Services: IP TELEPHONY MAINTENANCE AGREEMENT (Matrix Integration) $46,000.00
• Technology Services: TELECOMMUNICATIONS LICENSE AGREEMENT (Matrix Integration) $37,889.65
• Enterprise Systems: ENTERPRISE RESOURCE PLANNING FIREWALL (Appsian) $37,388.00
• Enterprise Systems: SIS AUTOMATION (Highpoint) $25,000.00

Bills Including Conference and Meeting Expenses

• Education Fund: $ 2,873,182.75
• Operations and Maintenance Fund: $ 400,699.21
• Operations and Maintenance Fund (Restricted): $ 26,748.47
• Bond and Interest Fund: $ 400.00
• Auxiliary Fund: $ 190,432.89
• Restricted Fund: $ 413,118.59
• Audit Fund: $ 13,142.41
• Liability, Protection, and Settlement Fund $ 374,532.84

Vice Chair Davis requested a roll call vote to approve the consent agenda as presented. The following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford. “Nay”: None. Absent: Carl Cannon. The motion passed.

Board of Trustees Chair Report

Announcement: Vice Chair Davis stated that the fall Board Retreat will be on October 17; The Foundation’s Community Celebration is October 22 and will be virtual.
ICCTA Report: Trustee Lamb shared that she attended the ACCT Leadership Conference and participated in voting for regional representatives. They will be providing links to those sessions available. There was a talk on a family resource center model. Dr. Quirk-Bailey also attended this seminar. ICC is ahead of where other institutions are in this COVID-19 environment, which gave Trustee Lamb a sense of encouragement that the College is on the right track.

The Board Secretary will send out the agenda to Board members and we can send links to any courses you may be interested in.

Legislative Committee Report: Trustee Everett stated that the graduated income tax is on the election ballot and could impact State funding for ICC. The Governor told agencies, if the bill does not pass, agencies should prepare for 5 percent budget cuts in the current fiscal year and 10 percent budget cuts next year.

Student Trustee Report

As we have officially completed the midterm of this semester, Student Life continues to stay busy! Because of COVID-19, all events, activities, and programs are being held virtually.

- SGA (Student Government Association) has begun holding Spirit Days. During these Spirit Days, students are encouraged to show off their ICC apparel by snapping and posting pictures and tagging the SGA handle.
- On Wednesday, September 30, CAB (Campus Activities Board) held a magic and mind reading show.
- On October 9 and 10, members of PTK (Phi Theta Kappa) attended a conference.
- On October 17, members of PBL (Phi Beta Lambda) will be attending a leadership conference.
- On October 22, Student Life will be hosting a virtual paint night with the painting instructor being an ICC alum.

Board Policy Manual Review Report

Trustee Daniels provided a status update on the progress of the Board Policy review team, stating the team recently reviewed the recommendations for Section II Articles VI and XII, which addressed the Campus Police and anti-discriminatory & harassment policies, and asked the Trustees to review them. The recommendations will be up for Board action in November.

President’s Report

Student Success: Dr. Quirk-Bailey shared a story about student Storie Wilson.
Growing up in a less-than-privileged household brings tough situations and financial challenges, but for Storie Wilson, it also instilled a sense of value and admiration for a college education.

In 2019, Storie was awarded the John and Maxine Kramer Memorial Scholarship through the ICC Educational Foundation. The scholarship changed her life, providing the opportunity to advance her education and study psychology. “My mother passed away three years ago, and my father is currently serving a sentence at the Department of Corrections. My family consists of my grandmother, who suffers from Stage IV cancer, and my younger sister. I want nothing more than to make them proud and assist when I can,” said Storie.

Storie has always been an excellent student with a strong work ethic. She graduated high school in just three years with impressive academic awards. Storie was also actively involved in many school and community-based service groups and organizations. “I have never been more ambitious to demonstrate my ability to succeed to my family and those who have helped me at ICC,” said Storie.

Studying psychology has always been Storie’s interest. “With the much-needed help from the ICC scholarship, I am able to continue learning the necessary skills to better understand and address the human brain, responsible for human behavior and how we react with the world around us. It is truly fascinating to me,” said Storie.

Storie is currently in her second year at ICC with a goal of eventually working toward a master’s degree in psychology. “I’m committed to my education in the psychology field and am eager to keep pushing forward at ICC and begin the next chapter of my life.”

**Announcements:**

Dr. Quirk-Bailey shared that the nursing program received its re-accreditation from the Accreditation Commission for Education in Nursing. ICC received full accreditation so the next review will not occur until 2028. She thanked the Director of Nursing, Mischelle Monagle who led this process, as well as Dean Wendee Guth and all the nursing faculty.

Dr. Quirk-Bailey stated that the Strategic Planning Team just received approval from the Champion Team to implement Phase I of Advising Redesign. She congratulated Professor Kari Schimmel for her leadership. The five things that will change in the advising process are:

1. Advising will be done by career clusters.
3. Acquiring and implementing a new advising platform. That RFP will go out shortly. This platform will be paid for by Title III funds.
4. There will be an advising syllabus.
5. There will be professional development and training for advising staff included in this new plan.
Dr. Quirk-Bailey shared that a new employee communication process has been implemented at the College. The All-campus updates are designed to keep employees abreast of changes and these sessions will include a Q&A session. These will be in addition to the current Town Hall meetings that also include Q&A sessions. This model will be followed through December, at which time, the employees will be surveyed to see if this new approach to communication is serving our employee’s needs.

In response to Trustee Lamb’s question on the Town Hall format, Dr. Quirk-Bailey stated that there is a survey that is sent to employees ahead of the Town Hall to see if there are any questions they would like to have addressed during the Town Hall. These sessions are also now run as a Zoom webinar so people can ask questions during the meeting.

In response to Trustee Lamb’s question on the new advising system, Dr. Quirk-Bailey stated this new system will put all of the comprehensive student information together in one system so the advisor would be able to see everything on one screen rather than having to search through multiple databases to get all of the information needed to advise the student.

Treasurer's Report

Mr. Budde provided the Treasurer's report for July and August and noted that activity was tracking fairly well. The revenue side is showing a negative variance on the real estate side, which is attributed to the timing of payments from Tazewell County. No concerns are anticipated.

The expenditures are favorable across the Board. The primary favorable variance is in salaries and the timing of filling open positions. The health claim activity is currently running favorably.

The fund balance is trending as projected and we do anticipate drawing the fund balance down to the $25.4 million level as discussed and agreed.

Trustee Thetford asked will the actual revenues will be in excess of budget once ICC receives Tazewell County real estate installments. Mr. Budde stated that ICC will be right on budget. We are also slightly ahead in the corporate property replacement tax.

Vice Chair Davis entertained a motion to approve the Treasurer's report. Trustee Everett motioned to approve the Treasurer’s report as presented. Trustee Daniels seconded the motion. Vice Chair Davis requested a roll call vote. The following Trustees responded “Aye”: Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, Gale Thetford, and Kelly Daniels. “Nay”: None. Absent: Carl Cannon The motion passed.

Informational Items

6.1 Educational Foundation Update (Stephanie Holmes)
Stephanie Holmes, Director of the Educational Foundation, asked if anyone had questions on the information presented in the video in advance of the meeting.

Trustee Davis noted that in FY2014-15, ICC was overseeing Peoria Promise but the decline in dollars was due to the fact that they took over the oversight and it became a reimbursement program. Ms. Holmes confirmed that is correct.

Trustee Thetford asked if the Foundation is involved with improving student access to technology. Ms. Holmes confirmed, stating that the Foundation has provided support in several areas for COVID-19 relief to students. The biggest need has been in computer laptop needs. The Foundation has secured a $5,000 gift to offset these costs through the ICC bookstore, so we can assist students in meeting their technology needs. Some students only needed webcams, which the Foundation also assisted in securing for them.

Trustee Thetford stated that she had not yet seen the video but would like to get more specific data on how many students were assisted and in what manner. Ms. Holmes will provide that next month.

Ms. Holmes also stated that the United Way has also aided ICC’s students in providing utility assistance through their 2-1-1 program.

6.2 Innovation Fund Status Quarterly Update

Ed Babcock, Controller, asked if anyone had questions on the information presented in the video in advance of the meeting.

Trustee Thetford asked if we are anticipating a depletion of the fund at this time? Mr. Babcock stated no. The current report does not reflect the addition of $1 million which was approved at September’s Board meeting.

6.3 UnityPoint Contract Extension (Bruce Budde)

Bruce Budde reminded the Board that the information was shared in the video presentation prior to the meeting and stated the agreement will expire at the end of this calendar year. We are looking to extend to December 31, 2022. In discussions with UnityPoint leadership, all terms will remain the same with the exception of the discount, which will change from 60 percent to 62 percent. This contract extension will help to provide continuity to our faculty and staff and the College to be in a more stable position past this pandemic.

Mr. Budde stated that there is a cross-functional committee overseeing this process and making recommendations to the cabinet.

Vice Chair Davis asked how far in advance the contract negotiation process is started. Mr. Budde stated the negotiation process is started at least six months in advance. The
collaborative insurance committee was created, which also includes bargaining representatives to work through any changes. Each cycle we will give consideration as to what the environment looks like.

Trustee Lamb asked for clarification on the discount and if it is our fee or what the patients pay. Mr. Budde stated that it is an increase in the discount for what patients pay.

Mr. Budde stated that the College has enjoyed a good relationship with UnityPoint. They have been very flexible as issues arise.

6.4 Proposed 2020 Tax Levy, Operating Levy Extension, and Life Safety Projects (Bruce Budde)

Mr. Budde reminded the Board of the three actions that are included in this item. Overall, the levy request is relatively flat year to year and no major changes. The equalized assessed value (EAV) is expected to change, and we do anticipate a reduction in our equalized assessed valuation, which is consistent with projections. EAV is down by one percent so that reduces the overall operating extension as those are at maximum rates. There will be $100,000 less in operating dollars. There will also be a reduction of Life Safety allocation as that is capped at $.05. Overall, the rate increases just slightly. In the overall extension, it is expected to increase by $61,000. There is no requirement for a public hearing.

Action Items

7.1 Board of Trustees Bylaws Update (Kelly Daniels)

Trustee Daniels moved that the Board of Trustees approve the updates to the Bylaws of the Board of Trustees Section 1 - 1.1, Section 1 - 1.2: Article I – Section 5, 6, 7; Article II – Section 1, 3, 8, 9, 12, 13; Article III – Section 4, 5, 6; Article V – Section 2; Article VI – Section 1; Article VII; Article IX – Sections 1-11;

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

Unfinished Business:

Trustee Thetford stated that she recently visited Blackhawk College and spoke with Admissions. Their operations for classes are similar to ICC. The biggest difference is that their campus is open to the public. The public is screened, and temperature checked when
they visit campus. She stated that Trustee Daniels was unable to bring her daughter to the Board Retreat this Saturday as the campus is closed to the public. Trustee Thetford strongly encourages the College to open to the public. Trustee Thetford referenced an ICCTA article that was sent this morning regarding plummeting enrollment. District 150 is hoping to have all the grade school students in school part time by the end of this year. Trustee Thetford feels it is imperative that we are open to the public and must move to more classes in person. She would like to discuss this further at the Board retreat on Saturday.

**New Business:** None

**Closed Session**

At 5:47 p.m., Vice Chair Davis entertained a motion for closed session. Trustee Thetford 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);
- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees (Section 2(c)(2) of the Open Meetings Act); and
- 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 Lamb seconded the motion. Vice Chair Davis requested a roll call vote. The following Trustees responded “Aye”: Diane Lamb, Dave Mingus, Gale Thetford, Kelly Daniels, Paula Davis, Michael Everett, and Student Trustee Courtney Privia. “Nay”: None. Absent: Carl Cannon. The motion passed unanimously.

Vice Chair Davis asked Dr. Quirk-Bailey to request that Mr. Budde, Michelle Bugos, and Dr. Charles Swaim, Interim Vice President of Academic Affairs, remain for the closed session. All other guests and staff members were excused. A break was taken from 5:48 p.m. to 6:03 p.m.

**(Closed Session)**

**Adjournment**

At 7:03 p.m., Vice 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 Daniels seconded the motion. Vice Chair Davis requested a voice
call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford. “Nay”: None. Absent: Carl Cannon The motion passed.

At 7:03 p.m., Vice Chair Davis entertained a motion to adjourn open session. Trustee Thetford moved to adjourn open session. Trustee Daniels seconded the motion. Vice Chair Davis requested a voice vote and the following responded “Aye”: Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, Gale Thetford, and Kelly Daniels. “Nay”: Carl Cannon. Absent: None. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on November 19, 2020.

P. Sue Bulitta
Secretary, Board of Trustees