At 5:01 p.m., Chair Davis called the regular meeting to order and asked Trustee Lamb 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, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford were present. Attending remotely: None. Absent: Vice Chair Kelly Daniels. Late: None.

Chair Davis noted that Vice Chair Daniels has a work commitment so there will be no need to vote for remote attendance.

**Recognition:** Dr. Quirk-Bailey recognized a recent ICC event for the Ag and Diesel programs. She invited Grant Grebner, Professor of Agricultural & Industrial Technologies to speak about the ICC Agricultural Diesel-Powered Technology & Horticulture Career Showcase.

**Hearing of Citizens:** None

**Conflict of Interest:** None

**Consent Agenda**

Chair Davis asked for a motion to approve the consent agenda. Trustee Thetford asked to pull the meeting minutes for corrections and the Stop-Out Re-Enrollment Coaching on the Purchase report.

Trustee Thetford moved to approve the remainder of the Consent Agenda including Minutes of the Closed Session of the Regular Monthly Meeting on September 16, 2021, the Personnel Report, and Monthly Bills for September 1 - 30, 2021. Trustee Byrd 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. Bettsey L. Barhorst, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: Kelly Daniels. The motion passed.

**Open Session Minutes:**

Trustee Thetford requested the following corrections to the open session minutes:

- Pg 12 of the Board packet, under Board Policy Manual review. The minutes should read that these will be presented at the October Board meeting, not the September Board meeting for approval.
- Pg 19 first paragraph second line, idea should be ideal.
- Pg 19 fourth paragraph first line, different should be difference.
**Purchase Report:**

Stop Out Re-Enrollment Coaching

Trustee Thetford noted that the award is for up to $168,000 and that there is no information as to how we get there and no indication if there is a minimum number of students. Bill Hébert, Jr., Vice President of Student Success, stated that it is based upon the number of students and provided an explanation of the breakdown, noting that the company itself sets the formula structure. There is a precise breakdown, and Mr. Hébert stated that he would share that with the Trustees as Trustee Thetford requested. Discussion ensued on how the math is derived.

Trustee Thetford moved to accept the Minutes of the Open Session of the Regular Monthly Meeting on September 16, 2021, with the three changes noted and the approval of the Stop-Out Re-Enrollment Coaching. Trustee Cannon seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Betsey L. Barhorst, Gale Thetford, Carl Cannon, and Paula Davis, “Nay”: None. Absent: Kelly Daniels. The motion passed.

**Minutes**


**Personnel Report**

**New Hires:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crystal Grzeslo</td>
<td>10/04/2021</td>
<td>Student Success Advisor</td>
</tr>
<tr>
<td>Julie Taylor</td>
<td>10/11/2021</td>
<td>Human Resources Manager</td>
</tr>
<tr>
<td>Melissa Valencia</td>
<td>10/11/2021</td>
<td>Admissions Representative for Diversity Outreach</td>
</tr>
<tr>
<td>Kaylie Bennett</td>
<td>10/18/2021</td>
<td>Childcare Student Support Specialist</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>Bill Thompson</td>
<td>09/01/2021</td>
<td>Part-time Truck Driver Training Instructor</td>
<td>Full-time Truck Driver Training Instructor</td>
</tr>
<tr>
<td>Bryan Asbury</td>
<td>09/27/2021</td>
<td>Full-time Faculty, ABS</td>
<td>Interim Dean of ABS</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>Tonya Fant</td>
<td>01/16/2018</td>
<td>Administrative Assistant for Student Life</td>
<td>09/16/2021</td>
</tr>
<tr>
<td>Michael Wibben</td>
<td>09/28/2020</td>
<td>Senior Business Intelligence Analyst</td>
<td>09/25/2021</td>
</tr>
<tr>
<td>Nicole Reese</td>
<td>08/19/2013</td>
<td>Instructional Design Coordinator</td>
<td>09/27/2021</td>
</tr>
<tr>
<td>Anita Madden</td>
<td>05/21/2007</td>
<td>Desktop Services &amp; Software Coordinator</td>
<td>09/30/2021</td>
</tr>
</tbody>
</table>

## Retirements:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Beth McFarden</td>
<td>02/18/2008</td>
<td>General Housekeeper</td>
<td>10/15/2021</td>
</tr>
</tbody>
</table>

**Purchase Report**

**BID ITEMS TO BE APPROVED FOR AWARD**

None

**DIRECT PURCHASES**

<table>
<thead>
<tr>
<th>Division</th>
<th>Description</th>
<th>Vendor</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>STOP OUT RE-ENROLLMENT COACHING</td>
<td>InsideTrack</td>
<td>$ 168,000.00</td>
</tr>
<tr>
<td>Academic</td>
<td>TWO DENTAL X-RAY TRAINING UNITS</td>
<td>Dentsply Sirona</td>
<td>$ 33,839.40</td>
</tr>
</tbody>
</table>
**Board of Trustees Chair Report**

**Announcement:** Chair Davis reminded the Board that on Thursday, October 28, the groundbreaking of the Workforce Sustainability Center will take place.

**ICCTA Report:** Trustee Lamb deferred this report to Dr. Barhorst, who recently attended the ACCT Leadership Conference in San Diego, CA.

Dr. Barhorst provided the highlights of the Association of Community College Trustees conference, stating there was a lot of focus on diversity, equity, and inclusion.

The conference also touched on the enrollment problems that almost every college is experiencing, and it is not just due to the pandemic. The population is not growing, which is driving down the numbers of high school graduates. Schools need to figure out who their new markets will be and how they will now serve their communities.

**Legislative Committee Report:** Trustee Thetford provided the following report:

State: The legislature is in session through the end of next week. We have been advised by our lobbyist that there is no business this session impacting community college. The majority of the session is dedicated to redistricting.

Federal: The President announced this week the Free Community College Act will not be funded this year. There will be an increase in PELL funding as well as possible grants for student success.

**Student Trustee Report**

Student Trustee Raena Holloway stated that Student Life is determined to provide students with engaging opportunities for a successful and enjoyable fall semester and provided highlights of activities for the month.
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 next Board meeting for approval.

Article XX: Identify Theft Prevention
   Section 1: Policy
   Section 2: Purpose
   Section 3: Definitions
   Section 4: Covered Accounts
   Section 5: Identification of Relevant Red Flags
   Section 6: Oversight of the Program
   Section 7: System Guidance

Article XXI: Emergency Operations Plan

President’s Report

Student Success Story: Dr. Quirk-Bailey shared that Jack experienced a childhood full of obstacles. Likewise, his adult life was filled with many barriers, including poverty, the deaths of family members and friends, and incarceration. Jack shared, “At times it felt like the walls were closing in on me. I had no positive role models or support, and I had made many poor decisions.”

With the help of Illinois Central College and the WEI program, Jack was able to explore his potential. “This gave me a whole new outlook on life. I wanted to do better. I needed to do better. I was able to show my kids that education is the route to take and not the streets,” said Jack.

With the help of the WEI Workforce Readiness program, he was able to gain the skills needed for gainful employment. He then enrolled in the Truck Driver Training program at ICC. Within the first two weeks, he had his CDL permit. Within seven weeks, he had successfully completed all requirements to obtain his CDL license.

He shared, “I’m so grateful ICC offered a program that literally saved my life. The program support, and the support system that came with it, is what kept me engaged. I want to thank ICC and everyone at the college for helping me turn my life around.”

Now, Jack is a new employee of Getz, where he earns a family-sustaining wage and makes approximately $25 an hour.

Report:

Dr. Quirk-Bailey provided the following updates:

College Fair was held last evening with over 300 attendees and 70 colleges.

There was a Dental Hygiene re-accreditation visit over this past month. Cathy Korondi, Professor in Health Careers, did a great job leading this process. The evaluators noted on
their exit that they feel that ICC will be recertified for all seven years. She also recognized Dean Wendee Guth and Dr. Chuck Swaim, Executive Vice President of Academic Affairs, for their efforts in this process.

She called the Board’s attention to the childcare update in the newsletter.

She shared a couple items on the ACCT conference, noting that everyone is struggling with enrollment, employee retention and recruitment. She called attention to the brochure in the Trustee’s folders where ICC was recognized for winning the Diversity and Equity award. Dr. Quirk-Bailey congratulated the Trustees on this award for their leadership in the College’s projects in diversity and equity.

Dr. Quirk-Bailey welcomed ICC’s new Chief Human Resources Officer, Melanie Fata.

**Action Items**

Trustee Davis adjusted the order of the agenda to present the action items at this time as Trustee Cannon needs to depart the meeting early and would like to participate in the vote of the action items.

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

- Article VII: Campus Solicitation, Advertisements, Product or Sample Product Dissemination
- Article VIII: ICC Smoke-Free/Tobacco-Free Campus Policy
  - Section 1 - Purpose
  - Section 2 - Definitions
  - Section 3 - Policy
- Article IX: ICC Drug-Free Schools and Communities Act Policy
  - Section 1 - Purpose
  - Section 2 - Definitions
  - Section 3 - Policy
- Article X: Use of College Facilities (access and use both during and after College hours)
- Article XI: Fundraising and Solicitation (Illinois Central College Educational Foundation)

Trustee Thetford stated that when these policies were presented last month, Madam Chair requested an addition, which has been added.

Trustee Thetford moved that the Board of Trustees approve the updates to the administrative policies of the Board of Trustees. Trustee Barhorst 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, Paula Davis, Cindy Byrd, and Raena Holloway. “Nay”: None. Absent: Kelly Daniels, The motion passed.
7.2 Continuing Education Online (Cindy Byrd)

Trustee Byrd moved to defer the recommendation to provide CE online noncredit training through third party providers Mindedge and ProTrain to the November meeting. Trustee Thetford seconded the motion.

Chair Davis asked for the reason for the request.

Trustee Byrd responded the College is going to select a new Vice President of Workforce and Diversity and she feels it is wise to include that individual and give that individual an opportunity to be involved in the review of where this is at, be a part of weighing in on the decision, and bring their perspective and leadership to what that will look like for the future. She stated overall Workforce Development is at a critical juncture and that person will have a very important role in looking at that entire division’s future, so including them in this piece is important at this time.

Chair Davis stated she is not in favor of deferring this vote as the College has spent a tremendous amount of time on this already. The new vice president will need time to get up to speed.

Dr. Barhorst agreed with Chair Davis. She noted that this process has been going on for a very long time. A new person coming on and having to make an immediate decision or backtrack in this decision is why she disagrees.

Trustee Thetford stated she will not dispute that this has taken awhile. However she feels that this is a significant departure on how the College has conducted this type of business. The College has not outsourced this before. She suggested the new vice president would look at the overall structure of that department and decide whether or not it makes sense to do this. It is unfair to the new vice president to have this settled immediately before this position.

Further discussion ensued.

Trustee Lamb stated she does not mind delaying one month. She is not clear of the portions are that are add-ons are taking over modalities

Dr. Quirk-Bailey stated that a list was shared previously of what the courses are, and all of the face-to-face courses will continue. If a faculty member were to create an online course, there is a process to request that their course offered rather than one of these CE online courses.

Trustee Cannon stated that he is in favor of add-on courses. He is fine with deferring one month.

Trustee Byrd stated that the other perspective is that she is still concerned about the risk of what this entails as this is a for-profit entity.
Further discussion ensued.

Dr. Quirk-Bailey stated that she does not feel that it is realistic for someone to get in to a job and make a decision in a couple of days on something that has been a collaborative effort for over 18 months.

Trustee Thetford stated that she feels that it is unfair not to give this person the opportunity.

Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Diane Lamb, Gale Thetford, Carl Cannon, Cindy Byrd, and Raena Holloway. “Nay”: Dr. Bettsey L. Barhorst, Paula Davis. Absent: Kelly Daniels. The motion to defer passed.

**Treasurer’s Report**

Mr. Bruce Budde, Treasurer, provided an overview of the Treasurer’s report.

At this point in the fiscal year, there is typically more cash flow due to property tax dollars which are spent down throughout the year so the net increase in the fund balance is very positive for this point in the year and is a function of traditional timing of cash flows.

Overall, revenues are down $1.2 million. Expenditures are tracking $2 million up.

Most of the negative revenue variances are due to the timing of state funding with respect to CTE funding, the timing of real estate taxes, and lower-than-anticipated enrollment numbers.

Expenditures shows a positive variance in all areas. Salaries are due to a timing of filling positions. The positive variance on the benefits side is driven by fewer employees than projected.

The audit process is complete and the report is being developed. This will be presented at the November Board meeting. The auditors will meet with the Board Chair and Finance Liaison to review an additional level of detail. There are no findings in the audit report. He recognized Ed Babcock, Controller, and Amy Young, Financial Analyst, for their efforts in the audit process.

Trustee Thetford stated that most of the revenue reports have indicated that we are behind one state payment and the taxes are coming in ahead. Mr. Budde stated that taxes are slightly behind but do not anticipate any concerns.

Trustee Thetford stated from the revenue perspective, tuition is the biggest issue. She highlighted under general comments, the scholarships that are recorded in restricted funds.

Trustee Cannon asked to clarify salaries noting that the current status is due to positions not being filled. He asked if ICC is offering competitive salaries to bring the talent in and to retain the talent we have. Mr. Budde stated that what is being budgeted is what the expected salary levels will be to fill those positions so it is really a matter of timing and not necessarily what salary level they will be brought in at. He said the question is are we not
filling the positions because there are not qualified applicants for the position. Further discussion ensued.

Trustee Thetford asked what the turnover level is. Mr. Budde provided a brief synopsis of employee turnover and noted that discussion on this will be part of the Board retreat on Saturday.

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

6:06 p.m. Trustee Cannon departed the meeting.

Informational Items: Chair Davis noted that the first three informational items were presented as videos and asked if anyone had questions.

6.1 Institutional Operational Plan Update (Qtr. 1 – FY 22) (David Cook)

Trustee Lamb stated she understood that timelines are only estimates and referenced the developing curriculum sequences for part-time students. She asked how this is different.

Dr. Quirk-Bailey explained that the catalog has always included templates for full-time students. Over 60 percent of students are now part time, so they cannot follow those templates. The Strategic Planning Innovation Team is going to try to work with faculty by discipline to develop a plan as to what order a part-time student should take courses in. This can impact the schedule and flow. This analysis has not been done before.

6.2 Proposed 2022 Tax Levy, Operating Levy Extension, and Life Safety Projects (Bruce Budde)

Trustee Lamb asked who determines what ICC’s share is of the tax levy. Mr. Budde stated that it is based upon a maximum rate assigned to most of the categories. These rates are set statutorily. If these rates were to change, the College would have to go to a referendum to do so. Mr. Budde provided further insight of how the various rates are derived.

Trustee Thetford asked if the College has always requested the supplemental levy. Mr. Budde stated it has been requested every year it has been available to ICC. He said the allowed rate does fluctuate and provided further explanation.

6.3 Clery Act Reporting & Campus Police Annual Report (Chief Tom Larson)

Trustee Thetford asked about the incidents reported that occurred at campus housing and asked how the College has responded overall to the fact that the vast majority of incidents
happen there. Chief Larson stated that when a college has campus housing, to have the greatest number of incidents there is traditional.

6.4 Resolution of Illinois Community College District #514 Releasing Minutes of Closed Sessions (Bruce Budde)

Chair Davis noted that this will be an action item at the November Board meeting and the information is available to review for any Trustee wishing to do so.

Unfinished Business: None.

New Business: None.

Closed Session

At 6:20 p.m., Chair Davis entertained a motion for closed session. Trustee Byrd 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 setting of a price for sale or lease of property owned by the Public Body (Section 2(c)(6) 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, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, and Dr. Bettsey L. Barhorst. “Nay”: None. Absent: Carl Cannon, Kelly Daniels. The motion passed.

Chair Davis asked Dr. Quirk-Bailey to request that Bruce Budde, Executive Vice President of Administration & Finance / Treasurer; Dr. Charles Swaim, Executive Vice President of Academic Affairs; and Melanie Fata, Chief Human Resource Officer, remain for closed session. All other guests and staff members were excused. A break was taken from 6:21 p.m. to 6:27 p.m.

(Closed Session)
Adjournment (Closed Session)

At 7:26 p.m., Chair Davis entertained a motion to adjourn the closed session and resume open session. Trustee Barhorst moved to adjourn the closed session and resume open session. 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. Bettsey L. Barhorst, Gale Thetford, and. “Nay”: None. Absent: Carl Cannon, Kelly Daniels. The motion passed.

Adjournment (Open Session)

At 7:27 p.m., Chair Davis entertained a motion to adjourn open session. Trustee Thetford moved to adjourn open session. Trustee Barhorst seconded the motion. Chair Davis requested a roll call vote and the following responded “Aye”: Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, and “Nay”: None. Absent: Carl Cannon, Kelly Daniels. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on November 18, 2021, in the Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees