Chair Cannon called the Budget Public Hearing to order at 5:00 p.m. and asked the Secretary to call the roll. Carl Cannon, Paula Davis, Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford were present. Attending remotely: Kelly Daniels and Michael Everett. Absent: None.

Chair Cannon 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.

Trustee Cannon entertained a motion to adjourn the Budget Public Hearing. Trustee Thetford motioned to adjourn the Budget Public Hearing and Trustee Davis seconded the motion. Chair Everett 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, Gale Thetford, and Carl Cannon. “Nay”: None. The motion passed. The Budget Public Hearing was adjourned at 5:09 p.m.

At 5:10 p.m., Chair Cannon called the regular meeting to order and led the audience in the Pledge of Allegiance. Chair Cannon asked the Secretary to call the roll and Carl Cannon, Paula Davis, Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford were present. Attending remotely: Kelly Daniels and Michael Everett. Absent: None.

Recognition: Dr. Sheila Quirk-Bailey, ICC President, recognized Mr. Jim Reed, Executive Director of the ICCTA (Illinois Community College Trustees Association). Mr. Reed presented the ICC Board of Trustees with the ICCTA Equity and Diversity Award to recognize exemplary community college efforts in the area of equity and inclusion. Mr. Reed also announced that ICC will also be receiving the ACCT’s Central Region Equity Award, stating that they are all hopeful that ICC will also be the recipient of the national award. Chair Cannon, Dr. Quirk-Bailey and Dr. Rita Ali, Vice President of Workforce & Diversity, accepted the award.

Hearing of Citizens: None. It was noted that there were no citizens in attendance on the conference line that wished to address the Board.

Conflict of Interest: None

Consent Agenda:

Chair Cannon asked if any Trustee wished to pull any item from the Consent Agenda and Trustee Thetford requested to remove the online teaching certificate workshop program for $250,000 to Quality Matters. Trustee Davis moved to approve the

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

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

Trustee Thetford stated she pulled the online teaching certificate workshop program as she prefers for these types of purchases to be awarded through the RFP process. With respect to the budget, she cannot support this purchase at this time.

Trustee Davis moved to approve the online teaching certificate workshop program at a cost of $250,000.00 to Quality Matters. Trustee Everett seconded the motion. Chair Cannon requested a roll call vote to approve the purchase. The following Trustees responded “Aye”: Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave

**Board of Trustees Chair Report**

**Announcement:** Chair Cannon stated that the fall Board Retreat will be on October 17, and if anyone would like an item added to the agenda, please let the Board Secretary know.

**ICCTA Report:** None

**Legislative Committee Report:** None.

**Student Trustee Report**

With the fall semester kicking off, Student Life has been quite busy! Because of COVID-19, all events, activities, and programs are being held virtually.

**Student Life Activities:**

- The Student Life Department launched NSO (New Student Orientation). Invitations to NSO are sent weekly via email. There have been almost 200 students participating in NSO, for which all feedback has been positive.
- The Student Life Department hosted the Student Life Expo, where student organizations were able to post videos via Flipgrid for recruitment purposes.
- The Student Life Department is working with Campus Housing to provide additional events for students.
  - Thursday, September 17, the Student Life Department and Campus Housing cosponsored a decorate a mug activity via Zoom.

**Student Government Activities:**

- The SGA (Student Government Association) is holding Senate Elections at the end of this month.
- Thursday, September 17, the SGA held a coffee chat, where students were able to join the executive board members for questions, concerns, and/or for simple conversation.
- Thursday, September 17, the SGA held a Zoom meeting for Constitution Day, where students were able to participate in a Constitution quiz to check their knowledge on the Constitution, in which they had a chance to win prizes and ICC (Illinois Central College) apparel.

Trustee Lamb asked if any students have concerns about attending classes remotely. Student Trustee Courtney Privia stated that she has not received any negative feedback from students on classes being held virtually.
Board Policy Manual Review Report

Trustee Daniels provided a status update on the progress of the Board Policy review team, stating the first order of business was to address the policies that were more procedural in nature and that the language aligned with the Open Meetings Act and the Public Community Colleges Act. The Board had the opportunity to review the proposed updates. The next policy meeting will be on September 29 and the team will review the Campus Police policies. Trustee Thetford thanked Dr. Wright for her role leading this process.

President’s Report

Student Success: Dr. Quirk-Bailey shared a story about student Justyce Bundy. Justyce had shared that people told her she would not succeed, but Justyce pushed forward to create a better future for herself and her family.

As a full-time ICC student, Justyce also works two jobs to make ends meet while keeping her daughter forefront in her life. Justyce became a young mother while in high school, and other questioned her future. “A lot of hurtful things were said to me, but that only motivated me to finish school and become a stronger version of myself each day,” said Justyce. “I graduated high school in the top 20 of my class with my daughter looking up at me and smiling.”

Justyce has always wanted to be a nurse. After high school, she began nursing courses but had to drop out. Her classes and schoolwork were too much to manage while she was also working three jobs to support her family. A year later, she realized finishing school was the key to a better life.

That is when she chose ICC. “After reaching out to ICC, they came running toward me with open arms. I’ve truly never felt more love and support from so many different people,” said Justyce. “Every single person I encountered wanted to see me succeed. It was so evident and so motivating.”

Her first semester was filled with financial challenges, but ICC kept Justyce on the path to success. “I was denied financial aid from the start, which would have resulted in my inability to attend college. However, many people at ICC offered a helping hand and assisted me with filing an appeal, which was eventually approved,” said Justyce. “The Foundation has also helped me tremendously. I will always be grateful for the kindness and compassion they have shown me during my difficult times. Without them, I do not believe I would have mentally been able to finish my semester.”

Now in her second semester, Justyce is determined in her goals and elated with the support family she has found at ICC. “I’m certain I can push through and finish with the support of all the incredible people at ICC. This is the right path for me, and I wouldn’t be able to do it anywhere else” she said.

Justyce plans to apply for the Fall 2021 RN program cohort, with the goal of eventually working as a registered nurse while pursuing her BSN.
Announcements:

Dr. Quirk-Bailey shared that Bob Gilmore, who served as President of Caterpillar, passed away.

She reminded the Board that the scheduling retreat was recently held, and they are making good progress in analyzing data utilizing the CourseDog program that was recently purchased.

Dr. Quirk-Bailey shared that Bradley University has been struggling with COVID-19 on their campus and had to quarantine the campus. She shared that, with ICC’s approach, the campus has had only 20 cases since July. She complimented the faculty and staff on their continued efforts to minimize the instances of the virus on campus. Discussion ensued on COVID-19 at ICC.

Chair Cannon asked what the process is for student health checks. Dr. Quirk-Bailey shared that students who come onto campus must first complete a health check screening online, report their temperature, and answer a series of questions. She noted this has been working very well. Mr. Budde, Executive Vice President of Administration & Finance, stated that this process is monitored very closely by Tim Anderson, Manager – Risk, Safety, & Benefits.

Trustee Lamb asked about COVID-19 testing times. Dr. Quirk-Bailey stated that the students start a 14-day quarantine as soon as their symptoms are reported and are provided guidance as to where they can get a COVID-19 test.

Student Trustee Privia stated that students are required to get a second COVID-19 test that confirms a negative result prior to coming back to campus.

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 state funding, as they are behind one payment, but there are no concerns. The expenditure side is seeing positive variances across the Board, primarily due to the timing of filling positions.

The audit process is almost substantially complete and is tracking well. There may be a slight delay in reporting due to the CARES Act reporting and reporting requirements.

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

6.1 Fall 2020 Enrollment Update (Kim Armstrong)

Chair Cannon reminded the Trustees that a new format for informational items is being tested and they are now being done via video sent in advance of the meeting for the Trustees to review prior to the meeting. He asked if any Trustee had questions on the enrollment update. Trustee Thetford stated that last month the College was 11 percent down in enrollment and currently 10.38 percent down in enrollment and asked if that figure is still holding steady. Ms. Armstrong stated that was headcount versus credit hours. She reviewed the headcount, stating that there was actually an increase in headcount and credit hours from opening day as students started enrolling in the 12-week courses. She confirmed that, overall, enrollment is down from the previous year. Further discussion ensued on enrollment.

Action Items:

7.1 FY21 IOP Update on New Business Models (Mike Everett)

Trustee Everett moved that the Board of Trustees approve the updated FY21 Institutional Operation Plan (IOP) to add a task for exploration and development of a New Business Model for Food Service, Childcare and Document Services. Trustee Davis seconded the motion.

Chair Cannon noted the expected completion date of June 30 and stated he would like it completed sooner. Dr. Bailey stated that, until the data is analyzed, it is difficult to project a timeline. This will be discussed at the Retreat. Dr. Quirk-Bailey stated that intermediate updates could be provided, which Chair Cannon confirmed he would like to see. At Trustee Lamb’s request, Mr. Budde provided an overview of how the process is expected to proceed.

Trustee Thetford asked if there is currently no anticipation of offering any of these services through the spring semester. Dr. Quirk-Bailey stated that Document Services are available at a reduced capacity. Dr. Quirk-Bailey stated that, as long as the current restrictions are in place, ICC will not offer childcare or food services in the spring semester.

Chair Cannon asked if ICC would transition to in-person classes in the spring and if plans should be developed for both an online and in-person format. Dr. Quirk-Bailey stated that they had tried that format in preparation for fall and the schedule was very difficult to convert. ICC is planning for a hybrid model for the spring semester, as are most other community colleges in Illinois. As circumstances allow, we will look at adding more in-person classes.
Trustee Everett stated that he was under the impression that the business model analysis would present options for hybrid and in-person operations. He wants there to be a good plan in place and ready to implement on how we can serve students first.

Chair Cannon noted this topic will be added to the retreat agenda.

Chair Cannon asked if any Trustee had any additional questions, and there was no response. Chair Cannon requested a roll call vote. The following Trustees responded “Aye”: Diane Lamb, Dave Mingus, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, and Student Trustee Courtney Privia, “Nay”: None. Absent: None. The motion passed.

7.2 Resolution 2020-05 Approval of FY21 Budget (Mike Everett)

Trustee Everett move that the Board of Trustees approve Resolution 2020-05: Approval of the FY21 Budget, as presented. Trustee Davis seconded the motion.

Mr. Budde provided some context on a number of assumptions used to develop the budget. The changes from the tentative budget to final mitigated a large portion of the budget deficit presented in the tentative budget. Changes on the revenue side were minor, including adjustments due to summer and fall enrollment with a minor adjustment in state funding, a slight reduction in tuition, and a slight increase in State funding over last year. On the expenditure side, most changes occurred in salary and benefits to reduce the significant shortfall. There is a concern regarding overall state funding for next year.

Chair Cannon referenced the upcoming vote on the graduated income tax and asked how that vote would impact ICC. Dr. Quirk-Bailey stated that the state funding is uncertain for this next year.

Mr. Budde provided a budget comparison to past budgets and an overview of changes for this fiscal year.

Mr. Budde provided an overview of the fund balance and the impact of leveraging some of the fund reserves to help balance the budget. The fund reserve balance will finish at 42.5 percent.

Trustee Davis noted that the fund balance is predicated on receiving state funding as promised. Mr. Budde confirmed and stated that this current environment is a rare time where all funding sources are under a great deal of stress (enrollment challenges, state funding, and property taxes, which are in decline). Further discussion ensued.

Trustee Thetford stated that she will not support the budget as proposed due to the elimination of the childcare, Food Services, and Document Services. She stated that other universities and schools are having in-person classes and feels that ICC should be moving
in that direction. Trustee Thetford continued to share her views and justifications to the Board.

Trustee Everett shared his reason for supporting the budget and stated he feels that it is an extremely optimistic position in wanting to put students in a face-to-face learning environment in spring, until there is a vaccine widely available. He feels that this budget is based upon common sense.

Trustee Davis stated she will be voting in favor of the budget and shared her reasons for this. As far as daycare, she stated that the students need help and noted that the smallest segment of people being served in the daycare is our students. She wants to see more opportunities for the young adults to get the assistance and support they need to lift themselves out of their current circumstances.

Trustee Daniels reiterated her position on the layoffs. She wants this to be an opportunity to increase dialog with all of the stakeholders so auxiliary services can be improved. She does not want action on this to be constantly deferred. She would like the College to consider priority rehiring anyone being laid off. She is in full support of providing faculty any and all training that will assist in their development but noted that she will have increased expectations on this College to listen to the students, faculty, and staff community and make decisions based upon their needs and goals.

Trustee Lamb stated that she does plan to support the budget but does agree with the points that Trustees Daniels and Thetford made and hopes that this is not just a plan but there will be action.

Trustee Mingus is supporting the budget, but his vote is not to eliminate programs but to retool and redirect these programs, as needed.

Chair Cannon stated that he is supporting the budget but with the understanding that there will be a modified timeline on the research for new business models and that the suspended programs will be retooled for when the students are back on campus.

Chair Cannon requested a roll call vote to approve the FY21 budget. The following Trustees responded “Aye”: Dave Mingus, Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, and Diane Lamb. “Nay”: Gale Thetford. Absent: None. The motion passed.

7.3 Early Retirement Option (ERO) (aka Voluntary Incentive Retirement Plan (VIRP)) (Paula Davis)

Trustee Davis moved that the Board of Trustees approve the adoption of an Early Retirement Option (aka Voluntary Incentive Retirement Plan (VIRP) for SURS-eligible, full-time employees. Trustee Thetford seconded the motion.
Trustee Lamb asked for an overview of the timeline. Mr. Budde stated that the deadline for faculty was extended out to July 31, which will allow the faculty to complete summer session.

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

**Unfinished Business:** None

**New Business:**

Trustee Mingus asked what support there is for having the administrative staff working in office rather than working remotely and asked when they will return to campus. Dr. Quirk-Bailey stated that decision will align with the decision on students returning to campus. There are currently staff working on campus that serve students.

Trustee Mingus asked if there is any merit to have occupancy of different positions on campus. Dr. Quirk-Bailey stated that we could look at that but where we currently have staff on campus is in the student support service areas. The College is currently closed to the public. Staff on campus aligns with student services or aligns with the hybrid classes.

Trustee Mingus asked if there is any merit to having staff on campus and being open to the community now. Dr. Quirk-Bailey stated that the issue in being open to the community is the same as being open to students in terms of COVID-19 spread. We are currently only open to those that we do business with, such as the students, and not the community. This aligns with the re-opening plan. Trustee Mingus stated that this does not align with other universities. He would like to have the campus open to the public.

Trustee Thetford stated that there needs to be a discussion at the retreat about opening up the campus with respect to the staff and the student population.

Mr. Budde stated that front line access is open on each campus. There is also administrative presence on a rotational basis. Further discussion ensued on the re-opening strategy to ensure the safety of students, staff, and faculty as well as other models in the community.

**Closed Session**

At 6:25 p.m., Chair Cannon entertained a motion for closed session. Trustee Davis 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 Thetford seconded the motion. Chair Cannon requested a roll call vote. The following Trustees responded “Aye”: Carl Cannon, Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, and Gale Thetford. “Nay”: None. Absent: None. The motion passed unanimously.

Chair Cannon asked Dr. Quirk-Bailey to request that Mr. Budde, Michelle Bugos, and Dr. Charles Swaim remain for the closed session. All other guests and staff members were excused. A break was taken from 6.27 p.m. to 6:37 p.m.

(Closed Session)

Adjournment

At 7:29 p.m., Chair Cannon entertained a motion to adjourn the closed session and resume open session. Trustee Thetford seconded the motion. Chair Cannon requested a roll call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: None. The motion passed.

At 7:30 p.m., Chair Cannon entertained a motion to adjourn open session. Trustee Thetford moved to adjourn open session. Trustee Davis seconded the motion. Chair Cannon requested a voice vote and the following responded “Aye”: Paula Davis, Michael Everett, Student Trustee Courtney Privia, Diane Lamb, Dave Mingus, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: None. The motion passed unanimously. The next meeting of the Illinois Central College Board of Trustees will be on October 15, 2020.

P. Sue Bulitta
Secretary, Board of Trustees