



# Board of Trustees Meeting

April 21, 2022

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Illinois Central College  
 Regular Meeting of the Board of Trustees  
 Thursday, April 21, 2022, 5:00 p.m.  
 Hickory 131, Peoria Campus  
 Public Participation is via a Zoom Online  
 Meeting. The meeting link can be found on  
 the Board of Trustees webpage at  
<https://icc.edu/about-icc/board-trustees/>




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**Agenda**  
**BOT Meeting**  
**April 21, 2022**

**REGULAR MEETING NOTICE AND AGENDA**

**1.0 Convening the Meeting**

- 1.1 Call to Order
- 1.2 Pledge of Allegiance
- 1.3 Roll Call
- 1.4 Recognition
- 1.5 Hearing of Citizens

*Visiting groups or individuals wishing to be heard concerning matters which are within the scope of the Board's duties and responsibilities shall do so in person and we respectfully request submit a written notification to the Board Secretary indicating the topic or topics to be discussed prior to the public Board of Trustees meeting. Presentations are limited to 5 minutes.*

- 1.6 Statement of Conflict of Interest

**2.0 Consent Agenda**

*Any one Trustee may remove an item from consent consideration by requesting the Chair to do so. Items removed will be discussed and voted upon individually immediately following passage of the remaining items on the Consent Agenda.*

- 2.1 Minutes of the Open Session of the Regular Monthly Meeting March 17, 2022, and Minutes of the Closed Session of the Regular Monthly Meeting March 17, 2022.
- 2.2 Personnel Recommendations
- 2.3 Purchase Recommendations
- 2.4 Approval of the Monthly Bills for March 1-31, 2022, including Conference and Meeting Expenses

**3.0 Recognition of Trustee**

- 3.1 Recognition of Chair Davis

**4.0 Reorganization**

- 4.1 Resolution 2022-02: Term of Office for Chair and Vice Chair (Carl Cannon) . . . . .Roll Call
- 4.2 Election of Board Chairperson (Carl Cannon ) . . . . .Roll Call

- 4.3 Election of Vice Chair (Carl Cannon) . . . . . Roll Call
- 4.4 Swearing In / Seating of Student Trustee . . . . . Roll Call
- 4.5 Appointment of Secretary (Gale Thetford) . . . . . Roll Call
- 4.6 Appointment of Treasurer (Gale Thetford) . . . . . Roll Call
- 4.7 Appointment of Legal Counsel (Gale Thetford) . . . . . Roll Call
- 4.8 Establishment of Regular Meeting Dates and Times (Gale Thetford) . Roll Call
- 4.9 Motion to Adopt Existing Bylaws and Policies (Gale Thetford). . . . . Roll Call

## **5.0 Board of Trustees Chair Report**

- 5.1 Announcements (Chair Daniels)
- 5.2 ICCTA Report (Diane Lamb, Trustee)
- 5.3 Legislative Committee Report (Gale Thetford, Trustee)
- 5.4 Student Trustee Report (Student Trustee)
- 5.5 Board Policy Manual Review Report (Gale Thetford, Trustee)
- Article II Section 11

## **6.0 President's Report**

- 6.1 Student Success Report
- 6.2 Report

## **7.0 Treasurer's Report**

- 7.1 Treasurer's Report for April 2022 (Bruce Budde)

## **8.0 Informational Items**

- 8.1 FY 2022 Institutional Operational Plan – Third Quarterly Update (David Cook)
- 8.2 Prioritized Actions for Enrollment Growth: Fall 2022 (Dr. Chuck Swaim)
- 8.3 Fall 2022 Marketing plans (Kim Armstrong)
- 8.4 Inside Track Stop Out Project - Strategic Enrollment Management Sub Team (Dr. Emily Points)

*\* Presentation via video presentation*

## **9.0 Action Items**

- 9.1 New Program: Patient Access Representative Certificate\* (Gale Thetford) . . .  
. . . . . Roll Call
- 9.2 New Program: Quality Technician Certificate\* (Gale Thetford) . . . . . Roll Call
- 9.3 New Program: Diagnostic Medical Sonographer AAS\* (Gale Thetford)  
. . . . . Roll Call

## **10.0 Unfinished Business**

## **11.0 New Business**

## **12.0 Closed Session**

Agenda Topics – To discuss litigation when an action against, affecting, on behalf of the particular 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); 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 purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. Section 2(c)(5)

### **13.0 Adjournment**



April 21, 2022

## **Informational Items:**

### **8.1 FY 2022 Institutional Operational Plan – Third Quarterly Update (David Cook)**

The purpose of this informational item is to update Trustees on the progress-to-date toward meeting the goals of the College's FY 2022 Institutional Operational Plan (IOP). The FY 2022 IOP contains targets for 13 distinct objectives aligned to the five priorities. For each of these objectives, the College's Cabinet Sponsors describe their progress-to-date in one of four ways:

- Complete (2 objectives, 15.4%)
- In-progress and on-target (4 objectives, 30.8%)
- In-progress and not on-target (with revised targeted dates of completion) (4 objectives, 30.8%)
- At-risk (for completion within the current FY - includes explanatory notes) (3 objectives, 23.1%)

Trustees will be given an overview and provided detail on areas where objectives may be in-progress but not on target, typically a result of missed due dates.

### **8.2 Prioritized Actions for Enrollment Growth: Fall 2022 (Dr. Chuck Swaim)**

The purpose of this informational item is to provide the updated, prioritized action items to improve Fall 2022 (and beyond) enrollments. The Strategic Enrollment Management Team (SEMT) continues to devise a strategic plan for the college; however, this information provides the overview of ongoing activities with specific, additional tactical measures.

### **8.3 Fall 2022 Marketing plans (Kim Armstrong)**

The goal of the Fall 2022 marketing plan is to increase applications, thus increasing enrollment. Our target for Fall 2022 is to meet (or exceed) enrollment credit hours and headcount from Fall 2021.

Our current yield on applications to enroll is 24%, this exceeds the national average of 16% but is lower than our yield has been in the past. With an increase in applications, and the same yield, we should actually exceed our Fall 2021.

## **8.4 Inside Track Stop Out Project - Strategic Enrollment Management Sub Team (Dr. Emily Points)**

Dr. Emily Points will present the outcomes from the stop-out project that was done with InsideTrack focusing on Spring 2022 enrollment. The goal of the project was to increase the number of students returning to the College for the Spring semester. This presentation details the project, services provided, and data related to the reasons students stopped attending ICC during the pandemic (Fall 2020 to Spring 2021). This grant investment from for Spring 2022 utilized \$81,000 from Title III and \$86,000 from GEER II grants. The outcomes included reenrolling 177 students resulting in an additional \$188,557 in Spring 2022 tuition.

### **Action Items:**

#### **9.1 New Program: Patient Access Representative Certificate (Dr. Chuck Swaim)**

The College seeks approval at the April meeting to add the Patient Access Representative Certificate program to its curricula. Health Career programs typically address licensure occupations which means there are limited entry-level programs for students who are still considering whether the medical field and industry are a fit for their immediate work needs and possible careers. This program will provide an entry point for those students. All new programs must be approved by the Board of Trustees prior to being sent to ICCB for its approval.

#### **9.2 New Program: Quality Technician Certificate (Dr. Chuck Swaim)**

The College seeks approval at the April meeting to add the Quality Technician Certificate program to its curricula. This certificate is stackable withing the Machine Tool Technology AAS degree and provides sufficient essential skills to gain entry-level employment in the industry.

#### **9.3 New Program: Diagnostic Medical Sonographer AAS (Dr. Chuck Swaim)**

The College seeks approval at the April meeting to add the Diagnostic Medical Sonographer AAS Degree program to its curricula. The historical interest for this program has been documented over 10 years of Radiography Tech advisory committee meetings and need has been corroborated by the partner medical providers in Peoria.

**Illinois Central College  
Open Session of the Regular Meeting of the Board of Trustees Minutes  
March 17, 2022, 5:00 p.m.  
East Peoria Campus, Founders Room**

At 5:02 p.m., Chair Davis called the regular meeting to order and asked Trustee Cannon to lead the audience in the Pledge of Allegiance. Chair Davis asked the Secretary to call the roll and Carl Cannon, Kelly Daniel, Paula Davis, Raena Holloway, Diane Lamb, Cindy Byrd, and Dr. Bettsey Barhorst were present. Absent: Gale Thetford. Late: None.

**Recognition:**

Dr. Sheila Quirk-Bailey, President, invited Paula Nachtrieb, Executive Director of Workforce Operations, and Dawn Koeltzow, Workforce Project Director, to share about the Workforce Equity Initiative (WEI), a national trend-setting program. Ms. Nachtrieb and Ms. Koeltzow reviewed the WEI purpose and desired outcomes. This program focuses on equity and removing barriers for African-American students. There are 18 colleges currently participating in this program. ICC is the consortium lead. Success outcomes were shared and it was noted that all targets have been met or exceeded. WEI students have a 60 percent completion rate in college after one year in the program. Ms. Koeltzow provided an overview of the design of the program. She noted a workforce readiness program was developed to prepare participants for enrollment into post-secondary and non-credit programs. This program partners with community-based organizations to provide support services for participants. The average hourly wage for participants completing this program is \$19.76. Questions ensued on the program and partners.

Trustee Cannon referenced the barrier reduction. Ms. Nachtrieb shared that ICC has been recognized nationally for the success of this program which includes community partnerships helping in areas the College cannot to reduce barriers for participants.

Vice Chair Daniels asked if Crittenton Centers and It Takes a Village have been included as community partners. Ms. Nachtrieb stated that the program works with a variety of community-based organizations, and those partners have specific MOU's with the College and they have the capacity to work with every single workforce equity student that is assigned to them. The organizations referenced by Vice Chair Daniels may not have the capacity to do so, but she will confirm with the community-based manager and get back to Vice Chair Daniels.

Dr. Barhorst noted the program works with the Salvation Army. The Salvation Army has a new program that is able to help with utilities. Ms. Nachtrieb stated they try to provide services within the community. She will check on that and follow up with her.

Trustee Lamb asked how the students are recruited for the program. Ms. Nachtrieb stated there is extensive outreach in the community.

Dr. Quirk-Bailey recognized Ms. Nachtrieb and Ms. Koeltzow for their work stating that they are national-caliber performers.



**Hearing of Citizens:** None

**Conflict of Interest:** None

### **Consent Agenda**

Chair Davis asked for a motion to approve the consent agenda. Trustee Cannon moved to approve the Consent Agenda including the Minutes of the Open Session and Closed Session of the Regular Monthly Meeting on February 24, 2022, and Monthly Bills for February 1 - 31, 2022. 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, Carl Cannon, and Kelly Daniels. "Nay": None. Absent: Gale Thetford. The motion passed.

### **Minutes**

Minutes of the Open Session of the Regular Monthly Meeting on February 24, 2022. Minutes of the Closed Session of the Regular Monthly Meeting on February 24, 2022.

### **Personnel Report**

#### **New Hires:**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Joseph Pickens	03/14/2022	Desktop Administrator

#### **Change of Status:**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>	
		<b>From</b>	<b>To</b>
Brittany Davis	03/06/2022	Administrative Assistant - Human Resources (part-time)	Administrative Assistant - Foundation
Cheryl Shull	03/06/2022	Administrative Assistant - College & Career Readiness	Coordinator - Early College

#### **Separations:**

<b>Name</b>	<b>Hire Date</b>	<b>Position</b>	<b>Effective Date</b>
Robert Gilliam	05/06/2019	General Housekeeping	02/12/2022
Kerry Bryant	02/29/2016	Manager - Facilities	03/04/2022
Tejaswini Mummadi	03/30/2020	Database Reporting Analyst	03/12/2022

**Retirements:**

<b>Name</b>	<b>Hire Date</b>	<b>Position</b>	<b>Effective Date</b>
Carla Greer	01/15/1991	Manager - Bookstore	04/30/2022

**Purchase Report****BID ITEMS TO BE APPROVED FOR AWARD**

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Academic	INTRAORAL DIGITAL SENSOR KITS	Henry Schein	<u>\$ 30,380.00</u>	1

**SUPPLEMENTAL PURCHASING INFORMATION****USED EQUIPMENT**

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Enrollment	USED PASSENGER VAN	Midwest Transit Equipment	<u>\$ 35,213.00</u>	3

**DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS**

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Technology Services	UNINTERRUPTED POWER SOURCE MAINTENANCE	Matrix Integration, LLC	<u>\$ 26,054.00</u>	4

**Bills Including Conference and Meeting Expenses**

**Business Unit:** ICCOL  
**Payment Dates - From** 01.FEB.2022 to 28.FEB.2022

<u>Description of Fund</u>	<u>Amount</u>
Education Fund	3,129,605.74
Operations and Maintenance Fd	535,614.86
Oper and Maint Fund (Restrict)	26,444.22
Bond and Interest Fund	3,900.00
Auxiliary Fund	239,947.88
Restricted Fund	560,103.40
Audit Fund	2,907.89
Liab, Protect and Settlement Fd	319,898.89
<b>TOTAL FOR ALL FUNDS:</b>	<u>\$4,818,422.88</u>

**Board of Trustees Chair Report:** Chair Davis shared that the April Board meeting will be at the Peoria Campus and the May Board meeting will be at the Pekin Campus.

**ICCTA Report:** Trustee Byrd provided a report on the ICCTA meeting that was recently hosted in East Peoria. She stated that the number one concern that all of the colleges share is enrollment, and considerable time was focused on that discussion.

**Legislative Committee Report:** Trustee Byrd relayed, on behalf of Trustee Thetford, that they met in person with Congressman LaHood while they were at the ACCT conference in Washington, D.C.

**Board Policy Manual Review Report:** No report.

### **Student Trustee Report**

Student Trustee Raena Holloway stated that student Life is embracing the spring semester with confidence and is eager to increase involvement!

**March 1:** PTK (Phi Theta Kappa) held its Spring Induction Ceremony which included 12 inductees. The following students became a recipient of the “All-Illinois Academic Team”:

- Joseph Hoff
- Cassie Keller

**March 4:** Rotaract volunteered at Midwest Food Bank in Peoria.

**March 9:** CAB (Campus Activities Board) and SGA (Student Government Association) hosted a “Casino Night” where students could play for a variety of prizes.

**March 10:** Students involved in the ICC Music Programs performed during their “Broadway Revue” concert.

**March 11:** Fashion Club held its second fashion show titled “Jean Dreams.” Members were able to show off their creativity and become a model for a day.

**March 30:** International Club will have an information table set up during “Greetings from International Club” to encourage students to join the club.

**March 30 - 31:** SGA (Student Government Association) will hold Executive Board and Student Trustee Elections.

**April 5:** During the ICC “Open House” event, student representatives will have tables set up to display and encourage potential students to get involved with Student Life.

**April 8 - 9:** PBL (Phi Beta Lambda) will compete at their State Leadership Conference in Effingham, Illinois.

### **President’s Report**

Dr. Quirk-Bailey recognized Toni Walton, Student Reporter from the Harbinger newspaper, and shared that she is attending the meeting to provide a report to student life.

**Student Success Story:** Dr. Quirk-Bailey shared a student success story about Audra and the Surgical Tech Program.

### **Report:**

Dr. Quirk-Bailey provided several updates:

Jump Start Program – ICC will be receiving \$500,000 as a community initiative from Representative Bustos to jump start the Cradle to Career program. This is a \$30 million proposal for the Promise Neighborhoods program that was developed in partnership with the City of Peoria, Peoria Public Schools, ICC, and over 40 community partners who came together to provide a \$40 million match focused on revitalizing 61605 and supporting its 1,200 families. ICC is the lead institution. This funding allows ICC to hire six people to create the baseline data to design the technology system and to test the Standard Operating Procedure( SOP) which will make the program far more competitive when the grant is rewritten, which will be released this summer. It is within reach that ICC can be awarded the \$30 million grant for the community. She is honored to work with a Board that recognizes the level of support and engagement needed within the community.

ICC hosted the ELITE program bootcamp at the Peoria campus this morning, which was hosted by Trustee Cannon.

ICC hosted all feeder high school districts to do a program with the Early College Program Counselor and Coaches.

ICC turned on the big screens on campus for March Madness and brought lunch in to the ICC community as a thank you to staff and faculty.

Dr. Quirk-Bailey recognized Chair Davis being selected Irish Mother of the Year by the Peoria Community in celebration of St. Patrick's day.

### **Treasurer's Report**

Mr. Bruce Budde, Treasurer, provided an overview of the Treasurer's Report, indicating that variances on the expenditure side are trending favorably.

The revenue side is almost even with budget. The corporate property replacement tax is almost offsetting tuition/enrollment losses. The State funding negative variance is due to a timing issue, so no concerns are anticipated. Revenue is tracking to end the year on budget.

The expenditure side is seeing many positive variances, most of which are driven from favorable variances in salary due to timing of filling positions and benefits due to lower employee count. Health claim and benefits activity continues to trend lower than budgeted. Other variances are due to timing and will correct themselves throughout the year. Work is being done on the budget for the next fiscal year. The budget may come close to balancing, so HEERF dollars will not need to be and could be reserved for use in next year's budget, since it will take time to build enrollments back up.

Dr. Barhorst noted there was a recent report showing all the small colleges in this area have lost enrollment except Bradley. Bradley has increased their enrollment about ten percent in the last five years. She said ICC needs to review their enrollment strategies.

Chair Davis stated that she feels setting aside the entrance exam has had a positive impact on university enrollment.

Vice Chair Daniels moved to approve the Treasurer's report as presented. Dr. Barhorst 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, Carl Cannon, and Kelly Daniels. "Nay": None. Absent: Gale Thetford. The motion passed.

### **Informational Items:**

Chair Davis noted that three of the informational items were presented as a video and asked if anyone had questions on those. She thanked Trustee Cannon for implementing this video system as she finds it extremely helpful.

#### **6.1 Quarterly Grants Update – Quarter 3\* (Kari Schimmel)**

Trustee Lamb asked how the Edwards settlement funds work and how a college receives those funds. Dr. Quirk-Bailey shared that, when they closed the plant, ICC submitted a plan for CNA training for their displaced workforce. The Board at DCEO decided how the money would be assigned for workforce training programs. ICC was chosen to be funded to provide those services for the displaced workers.

#### **6.2 New Program: Patient Access Representative Certificate\* (Chuck Swaim)**

Trustee Byrd asked if initial minimum enrollments have been set for these programs. Dr. Swaim shared enrollment goals are not yet set, but he can take that back to the committee for review. He reminded the Board that the need for shorter duration offerings has been discussed at past meetings. These short-term certificates help to remove barriers and are feeder programs for two-year degree programs. For the Patient Access Representative program, the enrollments for the Health Information Technology degree that was just started this year did see lower enrollments. The hope is this program will help jump start that program. These programs are no additional cost to ICC and are comprised of existing courses. It is an enrollment strategy to help build two-year degree programs.

#### **6.3 New Program: Quality Technician Certificate\* (Chuck Swaim)**

Trustee Byrd referenced the anticipated 86 openings for this program and asked if that information was available for the Patient Access Representative program. Dr. Swaim stated there is not currently information on that available. They have met with area partners and they shared that the turnover is constant and there is always a need for folks to fill these positions. The hope also is that this springboards students into other programs.

#### **6.4 New Program: Diagnostic Medical Sonographer AAS\* (Chuck Swaim)**

Trustee Lamb asked if this program needs a license or certification by exam, which Dr. Swaim confirmed. He shared an exciting aspect of this program is it would be the fifth in the entire state that is called a primary pathway program. Most other programs require students to have already earned a degree prior to gaining access to the licensure. ICC's program is a direct entry to that.

Further discussion ensued on these programs and strategies for increasing awareness and enrollment in these programs and the potential for feeding into degree programs.

## **6.5 Title III Update\* (Jill Blair)**

Trustee Byrd referenced the plan to completion and asked how does schedule development integrate with that. With the desire to have these path plans, how does this align with developing course schedules. Ms. Blair stated that, as the students develop their course plans to completion, the information will be able to be reviewed as an aggregate and provide awareness of future demand in courses. This could help inform as to how many class sections are needed. It will take a few years to establish that data and patterns. Dr. Quirk-Bailey stated, as that continues to grow, the students would be able to develop plans by a student's desired schedule and then courses could be scheduled along that pathway.

Trustee Lamb asked how the mentors are selected. Ms. Blair stated that, historically, it is faculty advisors. What was heard in the research is that some faculty are very interested in working with students in finding careers but not necessarily with schedule development metrics. This frees up faculty to focus on discipline-based or affinity-based mentoring. It ensures that every credential-seeking student has a primary student success advisor who is their point of contact throughout their time at ICC, and the student may also have a faculty mentor in their discipline or affinity. It would be a wraparound support system with the primary advisor that is with them throughout the program.

## **Action Items**

### **7.1 Board of Trustees Bylaws Update (Gale Thetford)**

Updates to the Administrative Policies of the Board of Trustees

- Article XIII – Investment Policy
- Article XIV – Policy on Community Financial Commitments
- Article XV – Purchasing and Contracting Policy
- Article XVI – Fund Balance Policy

Trustee Cannon moved to approve the Updates to the Bylaws of the Board of Trustees as outlined below. Vice Chair Daniels seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded "Aye": Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, Carl Cannon, Kelly Daniels, and Paula Davis. "Nay": None. Absent: Gale Thetford. The motion passed.

### **7.2 Tuition Recommendations (Dr. Bettsey Barhorst)**

Trustee Barhorst moved to approve the adoption of differential tuition for selected programs meeting the established criteria as recommended by the Administration. Vice Chair Daniels seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded "Aye": Diane Lamb, Dr. Bettsey L. Barhorst, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, and Raena Holloway. "Nay": None. Absent: Gale Thetford. The motion passed.

At 6:12 p.m., Trustee Cannon thanked the College and everyone that helped with the ELITE Boot Camp at the ICC Peoria campus. He exited the meeting at 6:12 p.m.

**Unfinished Business:** None.

**New Business:** None.

### **Closed Session**

At 6:24 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 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 purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired (Section 2(c)(5) 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 Byrd seconded the motion. Chair Davis requested a roll call vote. The following Trustees responded "Aye": Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, and Dr. Bettsey L. Barhorst. "Nay": None. Absent: Gale Thetford, Carl Cannon. The motion passed.

Chair Davis asked Dr. Quirk-Bailey to request that Bruce Budde, Executive Vice President of Administration & Finance / Treasurer, and Dr. Charles Swaim, Executive Vice President of Academic Affairs, remain for closed session. All other guests and staff members were excused. A break was taken from 6:13 p.m. to 6:24 p.m.

### **(Closed Session)**

### **Adjournment (Closed Session)**

At 6:30 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. Vice Chair Daniels seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded "Aye": Kelly Daniels, Paula Davis, Cindy Byrd,

Raena Holloway, Diane Lamb, and Dr. Bettsey L. Barhorst. “Nay”: None. Absent: Gale Thetford, Carl Cannon. The motion passed unanimously.

**Adjournment** (Open Session)

At 6:31 p.m., Chair Davis entertained a motion to adjourn open session. Trustee Barhorst moved to adjourn open session. Vice Chair Daniels 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, and Kelly Daniels. “Nay”: None. Absent: Carl Cannon, Gale Thetford. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on April 21, 2022, in Hickory 131 on the Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees



**Board of Trustees  
Personnel Recommendations Report  
Thursday, April 21, 2022**

**New Hires:**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Stephanie Gomez	03/28/2022	Administrative Assistant – Student Life

Education:

- Rutgers/State University of New Jersey, New Brunswick, NJ – Bachelor of Arts; Spanish

Work Experience:

- Student Life Worker – Illinois Central College, East Peoria, IL
- Legal Assistant – Smith & Weer, P.C., Pekin, IL
- Customer Service Rep – Hinduja Global Solutions, Peoria, IL
- Paralegal – Law Offices of Micaela M. Alvarez, Union City, NJ
- Librarian – Mabel Smith Douglas Library, New Brunswick, NJ

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Donna Hearn	03/28/2022	Housekeeper

Education:

- Illinois Central College, East Peoria, IL – Associates, Child Development

Work Experience:

- Guest Attendant – Par-a-dice Hotel & Casino, East Peoria, IL
- Toddler Co-Teacher – YWCA, Pekin, IL
- Housekeeper – OSF Hospital, Peoria, IL

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Jordynn Schumacher	04/04/2022	Housekeeper

Education:

- Brandon Valley High School, Brandon, South Dakota

Work Experience:

- Mail Clerk – Your Best Address – Sioux Falls, SD
- Cashier – Papa Murphy's – Brandon, SD

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Cherri Colgan	04/04/2022	Administrative Assistant – Advisement & Counseling

Education:

- Spoon River College, Canton, IL – Associates – Office Systems Technology

Work Experience:

- Personal Lines Processing Tech II – Pekin Insurance, Pekin, IL
- General Worker – YMCA, Peoria, IL
- Recruiting Coordinator – Caterpillar, East Peoria, IL
- Receptionist – Froehling, Weber & Schell, LLP, Canton, IL
- Insurance Assistant – Pearl & Associates, Peoria Heights, IL

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Kennedy Banks	04/11/2022	Coordinator – Talent Acquisition

Education:

- Grambling State University, Grambling, LA – B.S. Marketing

Work Experience:

- Admissions Counselor – Bradley University, Peoria, IL
- Engagement/Membership Coordinator – Girl Scouts of Central IL, Peoria, IL
- Site Coordinator – Peoria Public School District, Peoria, IL
- Marketing Assistant – Medical Reimbursement & Management Services, Peoria, IL
- Membership Engagement – YMCA, Peoria, IL
- Assistant Basketball Coach – Dunlap High School, Dunlap, IL

**Change of Status:**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>	
		<b>From</b>	<b>To</b>
Vernardo (Steve) Watts	04/01/2022	PT Truck Driving Instructor	FT Truck Driving Instructor
Lee Ann Potts	04/01/2022	Coordinator - Textbooks	Manager - Bookstore
Bonnie Frakes	04/04/2022	Associate - HR	Coordinator - HR

**Separations:**

<b>Name</b>	<b>Hire Date</b>	<b>Position</b>	<b>Effective Date</b>
Brandi Watson	01/10/2022	Housekeeper	03/11/2022
Kim Malcolm	06/27/2001	Manager – Compensation (PT General Office since 1/01/22)	04/01/2022
Donna Hearn	03/28/2020	Housekeeper	04/04/2022

**Retirements:**

<b>Name</b>	<b>Hire Date</b>	<b>Position</b>	<b>Effective Date</b>
Lynn Kent	02/07/2005	Administrative Assistant	04/30/2022
Patricia Schubert	01/29/1979	Administrative Assistant	04/30/2022

ILLINOIS CENTRAL COLLEGE  
Purchase Report  
April 21, 2022

Public Act 095-0990 ("The Act") requires schools to award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement. The Act does allow for exceptions which can be found in Code Section 10-20.21.

Only items that require formal bidding will be included in the formal Purchase Report.

Expenditures above \$25,000 that fall under a bidding exception, although not required to be disclosed, (i.e. used equipment, sole source purchases, data processing equipment, etc.) will be listed in the Supplemental Purchasing Information section. For more information regarding bidding exemptions, please see ICC Purchasing guidelines.

**BID ITEMS TO BE APPROVED FOR AWARD**

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Facilities	EXTERIOR ELECTRONIC SIGNAGE	Ace Sign Co.	<u>\$ 61,722.30</u>	1

ILLINOIS CENTRAL COLLEGE  
Supplemental Purchasing Information  
April 21, 2022

DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Technology Services	GRAPHIC ARTS COMPUTER UNITS LIFECYCLE REPLACEMENT	Apple Education	<u>\$ 209,684.00</u>	3

PROFESSIONAL SERVICES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Facilities	ARCHITECTURAL AND ENGINEERING SERVICES FOR NEW AGRICULTURE BUILDING	Demonica Kemper Architects, LLC	<u>\$ 140,000.00</u>	4
Workforce/ Diversity	WEI GRANT RESEARCH & EVALUATION SERVICES RFP	Northern Illinois University Center for Governmental Studies	<u>\$ 85,000.00</u>	5
Institutional Effectiveness	PROFESSIONAL CHANGE MANAGEMENT SUPPORT	Prosci	<u>\$ 58,200.00</u>	7
Institutional Effectiveness	CONTRACT INCREASE FOR INSTUTIONAL EFFECTIVENESS CONSULTANT	Friesenborg & Associates, LLC	<u>\$ 20,000.00</u>	8

DIRECT PURCHASES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
Academic	PROQUEST LIBRARY SUBSCRIPTION	ProQuest	<u>\$ 83,651.36</u>	9
Academic	CARLI LIBRARY DATABASE SUBSCRIPTION	CARLI	<u>\$ 50,715.21</u>	10
Human Resources	APPLICANT TRACKING AND RECRUITMENT PLATFORM ANNUAL LICENSURE	NeoGov	<u>\$ 25,679.98</u>	11
Academic	CHOCOLATE TEMPERING AND ENROBING MACHINE	Tomeric Systems	<u>\$ 25,344.00</u>	12

## EXTERIOR ELECTRONIC SIGNAGE

### Explanation of expenditure:

This bid was prepared to obtain the best price for one new single-sided Electronic Message Center (EMC) to be mounted on the new Pedestrian Bridge on the East Peoria Campus. It also includes software upgrades for the six separate (three double-sided signs) EMC's between the East Peoria and Peoria campuses. On the East Peoria Campus there are two EMCs at the Route 24 Entrance and two EMCs at the Centennial Drive Entrance. On the Peoria Campus there are two EMC at the University St. Entrance. This bid includes delivery and installation of the new EMC on the Pedestrian Bridge and upgrade to the existing EMCs between the two campuses.

The new EMC will be 10' x 4' and centered over the road. The new message center will be used to display College announcements, upcoming deadlines, and other Marketing releases facing the two lane single direction traffic on College Drive. The software upgrade for the rest of the College's EMCs will improve digital design capabilities and will allow for web-based access to all signage.

### Recommendation:

It is recommended to award this contract to the lowest responsible bidder for Base Bid A and B combined.

### Award:

Ace Sign Co.	\$ <u>61,722.30</u>
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### Budget:

Operations & Maintenance Restricted Fund- Life Safety	\$ <u>61,722.30</u>
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### Bids were received from:

Ace Sign Co.- Springfield, IL  
Omega Sign & Lighting- Chicago, IL

### EXTERIOR ELECTRONIC SIGNAGE

Item	Description	Ace Sign Co.	Omega Sign & Lighting
1	Base Bid A: New Electronic Message Center on the new Pedestrian Bridge at the East Peoria Campus.	\$ 36,394.30	\$ 53,898.00
2	Base Bid B: Software Upgrade for six separate EMC's between the East Peoria and Peoria campuses.	\$ 25,328.00	\$ 22,962.00
		<u>\$ 61,722.30</u>	<u>\$ 76,860.00</u>

## GRAPHIC ARTS COMPUTER UNITS LIFECYCLE REPLACEMENT

### Explanation of expenditure:

This expenditure is for the purchase of 89 Mac Studio: Apple M1 Max computer units to be used as lifecycle replacements for student access and learning. These systems will be located at the East Peoria Campus in the AIT Graphic Arts classrooms 123, 244, 255, 260, 261, 262, and 202. The College's Graphic Arts curriculum is built around Adobe Creative Cloud software which will no longer be supported beyond ICC's current iMac computer operating systems and hardware.

Standard Windows-based student accessed computers on campus are generally replaced on a 3-to-4-year rotation schedule; however, the current AIT Graphics Arts iMac computers have not been updated for 9 years. Both Apple and Adobe consider ICC's current Graphic Arts iMac computers to have reached end of life.

The new Mac Studio units will have the most updated system and hardware technology requirements that the Graphic Arts Program will need to continue operating properly. This new hardware will have the ability to run future operating systems and allow for software upgrades over the course of several years.

### Recommendation:

It is recommended that the purchase of this equipment be granted on a direct purchase basis, waiving formal bidding procedures.

### Rationale:

Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment are exempt from formal bidding requirements. Through a review and selection process, Apple Education has been selected as the College's standard data processing manufacturer for iMac software products. The College receives Educational pricing and free shipping on all products with Apple Education.

Information Technology is bidding 89 DesignVue Designer 4K IPS monitors to use with these computer units because they will be compatible with and technically comparable to the Apple brand monitors that are three times the price when purchased from Apple Education. This expenditure will be reported next month.

### Award:

Apple Education	<u>\$ 209,684.00</u>
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### Budget:

Education Fund-	<u>\$ 209,684.00</u>
Desktop & Media Services	



## ARCHITECTURAL AND ENGINEERING SERVICES FOR NEW AGRICULTURE BUILDING

### Explanation of expenditure:

This expenditure is for the Architectural and Engineering (A&E) services for the design and observation of the new Agriculture Storage Building to be built next to the new Workforce Sustainability Center. The major function of this building will be to house the Agriculture Program's tractors and other farming and harvest implements such as a planter, sprayer, combine headers, etc. This large cold storage area will also store water tanks, plastic horticulture containers, greenhouse trays, etc. There will also be a heated and well-lit shop area for students to work on the Agriculture equipment. The new Agriculture Storage Building will also contain restrooms and one classroom. This building will replace the existing Pole Barn Building that is adjacent to Dirksen. This contract will cover design costs to ensure that the project is "shovel ready" to leverage possible external funding opportunities.

### Recommendation:

It is recommended to contract with Demonica Kemper Architects for the design and observation of this project.

### Rationale:

Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from formal bidding procedures.

Demonica Kemper has been awarded the A&E work for the New Workforce Sustainability Center by the Capitol Development Board (CDB). This new Agriculture Storage Building is necessary as an end of life storage building is required to be removed as part of the Workforce Sustainability Center project.

### Award:

Demonica Kemper Architects LLC	<u>\$ 140,000.00</u>
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### Budget:

Operations & Maintenance Restricted Fund-	<u>\$ 140,000.00</u>
General	

## WEI GRANT RESEARCH & EVALUATION SERVICES RFP

### Explanation of expenditure:

Illinois Central College serves as the lead college of the Workforce Equity Initiative (WEI) and receives a Project Management grant from Illinois Community College Board (ICCB) to provide services for the WEI Consortium. Project Management grant funds will be used to hire a Research & Evaluation team to analyze student outcomes at 18 participating colleges and report on impact of the WEI model. The Research & Evaluation team will provide valuable reports that are shared with the participating colleges, ICCB, Illinois Legislators, and the public. The Research & Evaluation team will be hired for a term of April, 2022 to December, 2022, with a possible renewal if WEI Project Management grant funds are extended. The project has the following objectives: 1) Analyze Closeout Reports and Quarterly Reports and prepare an Outcomes Report; 2) Evaluate successful strategies undertaken by each WEI college and provide recommendations for areas of improvement; 3) Develop data collection tools to support an Impact Study; and 4) Research the impact of the WEI model and compare against other initiatives.

### Recommendation:

The RFP Selection Committee recommends Northern Illinois University, Center for Governmental Studies for the WEI Grant Research & Evaluation Services project. The proposed cost is \$85,000, which is under the budgeted amount for this project. The contract will begin in April, 2022 and conclude in December, 2022, with an option to renew if the Project Management grant funds are extended.

### Rationale:

A diverse Selection Committee, including one member from ICCB, was chosen to evaluate the proposals for this RFP. The Purchasing Department oversaw the release of the RFP to the public. It was issued on February 7, 2022 and the submission deadline was March 7, 2022. Six completed proposals were received and reviewed by the Selection Committee. A screening rubric was used to score the proposals. The highest weighted criterion were; completeness and quality of the application (30%) and research & evaluation experience (30%). Please see the following page for additional screening detail. The Selection Committee reviewed the overall scores and invited the top two firms to interview and provide presentations. References were also collected for both finalist vendors. After reviewing pros and cons of both vendors, the Selection Committee unanimously recommended Northern Illinois University, Center for Governmental Studies for the project. Pacific Research & Evaluation had an excellent written proposal and initially scored the highest on the screening tool. However, after the interview and oral presentations, the team at NIU - CGS impressed the Selection Committee. It was clear that NIU's experience in collecting individual student data in Illinois will produce applicable data for ICCB and the IDES matching process.

### Award:

Northern Illinois University	<u>\$85,000.00</u>
Center for Governmental Studies	

### Budget:

Restricted Fund-	<u>\$90,000.00</u>
Workforce Equity Project Management Grant	

### Proposals were received from:

Edquity-Minded Consulting, LLC.- Antioch, IL  
 Maberry Consulting & Evaluation Services, LLC- Swansea, IL  
 Northern Illinois University Center for Governmental Studies- Dekalb, IL  
 Pacific Research & Evaluation, LLC- Portland, OR  
 SwailLandis- Virginia Beach, VA  
 Wells Strategy & Solution- Indianapolis, IN

Criteria	Edquity-Minded Consulting, LLC	Maberry Consulting & Evaluation Services LLC	Northern Illinois University Center for Governmental Studies	Pacific Research & Evaluation	SwailLandis	Wells Strategy & Solutions
<b>Price/Cost of Proposal</b>						
Average Selection Committee Score (0-10)	8.00	8.25	9.00	8.75	8.75	7.5
Weighted Score (20%)	1.60	1.65	1.80	1.75	1.75	1.50
<b>Quality and depth of references</b>						
Average Selection Committee Score (0-10)	4.75	6.50	8.50	9.25	8	7
Weighted Score (10%)	0.48	0.65	0.85	0.93	0.80	0.70
<b>Applicant characteristics (BEP certified)</b>						
Average Selection Committee Score (0-10)	0.00	10.00	0.00	0	0	0
Weighted Score (10%)	0.00	1.00	0.00	0.00	0.00	0.00
<b>Completeness and quality of response</b>						
Average Selection Committee Score (0-10)	5.75	8.00	9.25	9.5	8.5	6.25
Weighted Score (30%)	1.73	2.40	2.78	2.85	2.55	1.88
<b>Research and evaluation experience</b>						
Average Selection Committee Score (1-10)	4.75	7.00	9.25	9.5	8.25	6.75
Weighted Score (30%)	1.43	2.10	2.78	2.85	2.48	2.03
<b>Total Weighted Score (0-10)</b>	<b><u>5.23</u></b>	<b><u>7.80</u></b>	<b><u>8.20</u></b>	<b><u>8.38</u></b>	<b><u>7.58</u></b>	<b><u>6.10</u></b>

\*Top two (outlined) vendors were invited for an interview.

## PROFESSIONAL CHANGE MANAGEMENT SUPPORT

### Explanation of expenditure:

This expenditure is to receive professional advisory services from Prosci. We have been contracting with Prosci for change management work as one of our Title III initiatives. While we have had over 150 employees receive formal training through Prosci via educational engagements and workshops, several factors have prevented us from fully realizing our change management capacity, most notably the onset of the Covid-19 pandemic and some changes in upper-level positions at the institution. After consulting with our account manager and other Prosci clients (independent of Prosci), we believe that the best way to fully realize our change management capacity is through guided coaching via advisory services with Prosci. These advisory services will be used in three key areas: (1) to help our project and change management team build out formal processes for change management and project proposal, approval, management, and sustainability; (2) working with our Executive Cabinet on sponsorship and change activation, and (3) coaching our Change Management Practitioners through individual projects and leading a community of practice. The combination of these three projects should help us catalyze our potential and enculturate change management as part of our normal operations.

### Recommendation:

It is recommended to continue working with Prosci, a research-based consulting and advisory firm to receive this nature of professional development. Prosci has been delivering research-based change management support since 1994 and began working with the College in FY19 to support the success of Strategic Plan projects.

### Rationale:

Contracts for services that are copyrighted and only available from the holder of the copyright are exempt from formal bidding procedures.

### Award:

Prosci	<u>\$ 58,200.00</u>
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### Budget:

Restricted Fund-	<u>\$ 58,200.00</u>
Dept. of Ed Title III Grant	

## CONTRACT INCREASE FOR INSTITUTIONAL EFFECTIVENESS CONSULTANT

### Explanation of expenditure:

This expenditure is for an increase of services rendered from Friesenborg and Associates, LLC for FY22. In July of 2021, the Board of Trustees approved annual contractual services to be rendered from Friesenborg and Associates for up to five years but not to exceed \$75,000 per year with a 3% escalator per year. This fiscal year, anticipated billable hours are exceeding the remaining balance due to new project additions and several projects consuming more time than formerly allotted. The proposed increase in hours will be dedicated to the 2022 NSF ATE and Promise Neighborhood grant applications. The increase will also cover Professional Development for two newly hired College Grant Writers.

### Recommendation:

It is recommended to approve the request to increase billable hours in FY22 to not exceed \$20,000 beyond the originally approved \$75,000.

Friesenborg and Associates, LLC will act as an independent contractor and not as an employee of the College.

### Rationale:

This is a contract for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from formal bidding procedures.

Dr. Friesenborg is a previous employee of the College and is intimately familiar with our strategic planning tactics and teams. She will support the new AVPIEI in working with these teams as well as with the reporting for Title III and AtD. The outcomes produced over the first nine months of this relationship, not only included the support of these teams, Title III and the execution of the Strategic Planning Retreat but she also developed three proposals for the College. Two of the proposals were funded by private foundations for \$430,000 each providing \$860,000 to support 120 individuals of poverty and color with new credentials in manufacturing. She also developed the Manufacturing Academy proposal and grant submission across four community colleges and over 30 community partners. We plan to have her lead the process for an expected EDA grant opportunity this summer for the Academy.

With the loss of Dr. Ali and the ongoing process to staff up in grants, Dr. Friesenborg has served as the College's experienced grant developer as Federal grant dollars for community colleges are expected to continue reaching an all-time high.

### Award:

Friesenborg and Associates, LLC	<u>\$20,000.00</u>
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### Budget:

Innovation Fund-	<u>\$20,000.00</u>
Institutional Effectiveness	

## PROQUEST LIBRARY SUBSCRIPTION

### Explanation of expenditure:

This expenditure is for the purchase of ProQuest One Academic (PQ1A). ProQuest One Academic is a collection of essential research and article databases, e-books, streaming videos, and other academic content curated and licensed for use in academic libraries. ProQuest One Academic includes 47 new multi-disciplinary databases with expanded journal coverage in many key subject areas including Psychology, Nursing and Allied Health, Humanities, and Science. ProQuest One Academic provides unlimited access to 180,000 e-books including specialized e-book content curated for community colleges, and exclusive non-embargoed newspaper coverage.

ProQuest One Academic is fully indexed in Primo Central and is compatible with current Ex Libris systems. The benefits of ProQuest One Academic include: comprehensive collection coverage, complete metadata and full text holdings, reliable linking, enriched discovery experience for users, and improved efficiencies for the library. ProQuest One Academic will provide fully licensed and accessible content to support online teaching and student research.

### Recommendation:

It is recommended to purchase ProQuest One Academic from ProQuest on a direct purchase basis.

### Rationale:

ProQuest One Academic is a uniquely customized content package available only through ProQuest. PQ1A is compatible with current Ex Libris systems. Purchasing PQ1A will meet the growing demand for high quality online resources in support of teaching and learning.

This purchase will create the following financial and technical efficiencies: 1) streamline subscription renewals, 2) a financially sustainable e-book subscription package which is a better value than the current "pay-per-click" model. A subscription-based e-book model will allow the Library to provide more quality e-book titles, utilizing the same platform, at a lower cost, 3) enhance link reliability to ensure faculty and staff can easily share, store, and access PQ1A content, 4) full compatibility with Leganto reading lists; faculty and students can access PQ1A content from the LMS, 5) compatibility with Alma electronic resource management workflows to streamline activation, record management, discovery, and permissions management.

ProQuest One Academic includes exclusive content not currently available to ICC students and faculty like the Wall Street Journal and Nature, which are routinely requested by faculty. ProQuest One Academic includes educational content that is copyrighted and only available through ProQuest.

### Award:

ProQuest	<u>\$ 83,651.36</u>
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### Budget:

Education Fund- Learning Resource Center	<u>\$ 82,000.00</u> *
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\* Additional funds are available in the Education Fund to cover the overage.

## CARLI LIBRARY DATABASE SUBSCRIPTION

### Explanation of expenditure:

This expenditure is for the annual renewal of databases selected through the Consortium of Academic and Research Libraries in Illinois (CARLI) E-Resources Database Brokering Program. CARLI, as a unit within the University of Illinois system, is required to abide by the University of Illinois procurement process for all database offerings available in the E-Resources Brokering program. Database vendors must undergo an extensive, comprehensive RFP process through the UoI System in order to become available in the CARLI E-Resourced Brokering program.

The databases selected in this package include electronic research databases, reference materials, and streaming media content. Resources included in this purchase are full-text content with limited embargoes. Many of the collections have interactive features like mind maps, citation management tools, and notetaking features that benefit students. The Library is aware that many, if not all, of these resources are directly embedded into courses. A sampling (not comprehensive list) of direct use of the collections includes multiple sections of ENGL 110, ENGL 111, LIT 216, FILM 110, FILM 111, and HUMAN 125.

### Recommendation:

It is recommended that the databases selected through the CARLI E-Resources Brokering Program outlined above are renewed.

### Rationale:

As a CARLI member, ICC receives discounted pricing on selected resources. Taking advantage of discounted pricing available through CARLI E-Resources Brokering program ensures member libraries receive the lowest available cost. CARLI contracts with commercial database providers to supply members with discounted pricing for a broad range of library resources to support individual curricular and research needs. Member libraries pay only the subscription costs for selected resources, with no service fees.

### Award:

CARLI	\$ <u>50,715.21</u>
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### Budget:

Education Fund-	\$ <u>49,000.00</u> *
Learning Resource Center	

\* Additional funds are available in the Education Fund to cover the overage.

## APPLICANT TRACKING AND RECRUITMENT PLATFORM ANNUAL LICENSURE

### Explanation of expenditure:

This expenditure is for annual licensure for applicant tracking and recruitment software through NEOGOV. The NEOGOV Recruit Module is used by HR, faculty, staff, students and external applicants to automate and centralize the hiring and recruitment process for the College. This platform houses all College job postings and application materials. HR utilizes NEOGOV's job application templates and workflow tracking and remains in contact with recruits using the applicant's self-service portal. This platform ensures that hiring initiatives are closely tracked, College Hiring Committee's are unified, and compliance measures are achieved throughout the process. This centralized platform is invaluable to the College's workflow process of recruiting, screening, hiring, and onboarding qualified candidates.

### Recommendation:

It is recommended to renew our two subscription modules within NEOGOV:

1) Insight - This is a component of the Recruit Module and it's NEOGOV's applicant tracking solution. The subscription fee for the Insight feature is for the term starting 07/01/2022 and ending 06/30/2023, is \$14,965.44.

2) Onboard - This is a component of the Recruit Module and it helps employees get onboarded with a self-service portal to complete new hire forms online. The subscription fee for Onboard feature is for the term starting 07/01/2022 and ending 06/30/2023, is \$10,714.54.

### Rationale:

The College has been utilizing NEOGOV for thirteen years. This is the first year that access to the Recruit Module platform has been above the \$25,000 threshold. NEOGOV will be replaced when the College changes ERP's. Therefore conducting an RFP for new applicant tracking and recruitment software and remodeling this process would be futile at this time.

### Award:

NEOGOV	\$ <u>25,679.98</u>
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### Budget:

Education Fund-	\$ <u>25,679.98</u>
Human Resources	



## CHOCOLATE TEMPERING AND ENROBING MACHINE

### Explanation of expenditure:

This expenditure is for a chocolate tempering machine, enrobing belt, and depositing head. It will be used in the Culinary Arts Institute for making specialty confectionary items. Proper chocolate "tempering" is the process of heating and cooling chocolate to stabilize it for making candies and confections. Tempering gives chocolate a smooth glossy finish, keeps it from easily melting, and allows the product to set up beautifully for dipped and chocolate-covered treats. After the chocolate is properly tempered, nougats and fillings can be covered or enrobed to encase the candy or confection. Purchase of this equipment will allow program instructors to introduce students to common technologies used in the culinary and confection industries.

The Selmi Brand is the international leader in bakeshop and confectionary technology. Their technology is tailored for the client; practical, flexible, easy to use, performs well and is aesthetically pleasing. Selmi's machines are wholly made in the company's production site, in Pollenzo, Italy, and benefit from a reduced need for technical interventions. Selmi is widely accepted as the undisputed international leader in producing machinery for creating artisanal chocolate.

### Recommendation:

It is recommended to purchase the Selmi chocolate tempering machine, enrober and depositing head from Tomric Systems. The price includes shipping and handling.

### Rationale:

Tomric Systems is the only distributor of Selmi Chocolate Machinery in North America. They have quality and timely customer service and chocolatiers on staff to work with customers in developing applicable formulations and troubleshoot technical issues.

Selmi is offering a promotional package that ends in April to include the tempering machine and enrobing belt for a discount of over 25 percent.

### Award:

Tomric Systems	<u>\$ 25,344.00</u>
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### Budget:

Education Fund-	<u>\$ 35,000.00</u>
General Institutional	

**Resolution 2022-02: Term of Office of Chair and Vice Chair**

BE IT RESOLVED that the term of Chair and Vice-Chair of the Board of Trustees of Illinois Central College, District No. 514 be established as a one-year term from April 21, 2022, through April 27, 2023.

ADOPTED AND APPROVED THIS 21st day of April 21, 2022.

COMMUNITY COLLEGE DISTRICT NO. 514 OF  
PEORIA, TAZEWELL, WOODFORD, MARSHALL,  
MCLEAN, BUREAU, LOGAN, LIVINGSTON,  
MASON AND STARK COUNTIES, ILLINOIS.

By \_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Secretary

## Article II. Meetings of the Board

### Section 11. Recognition of Visiting Groups or Individuals

Visiting groups or individuals wishing to be heard concerning matters which lie within the scope of the Board's duties and responsibilities shall submit a written request indicating the topic or topics to be discussed prior to the public Board meeting. Citizens may make such requests known to any of the following: Secretary of the Board, Chair of the Board, or the President of the College. Since the President serves as the channel of communication between the Board and all subordinate administrative officers and personnel, all requests by faculty, staff, or students must be directed to his/her office.

Where internal College procedures or policies are specifically provided for, such procedures or policies must be exhausted prior to submission of a written request.

Presentations by individuals will be limited to not more than ~~105~~ minutes; group presentations will be limited to two (2) persons taking a total of 10 minutes. Questions from the Board and discussion may follow under the control of the Chair of the Board, but such discussions will be limited to 10 minutes. The matter may then be closed or taken under advisement as the Board directs. The Board may grant additional time to a speaker upon the request of any Member of the Board.

Nothing herein contained should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss issues which are determined by the Board to be repetitive, outside the purview of the Board authority, or harassment.

**Article II. Meetings of the Board****Section 11. Recognition of Visiting Groups or Individuals**

Visiting groups or individuals wishing to be heard concerning matters which lie within the scope of the Board's duties and responsibilities shall submit a written request indicating the topic or topics to be discussed prior to the public Board meeting. Citizens may make such requests known to any of the following: Secretary of the Board, Chair of the Board, or the President of the College. Since the President serves as the channel of communication between the Board and all subordinate administrative officers and personnel, all requests by faculty, staff, or students must be directed to his/her office.

Where internal College procedures or policies are specifically provided for, such procedures or policies must be exhausted prior to submission of a written request.

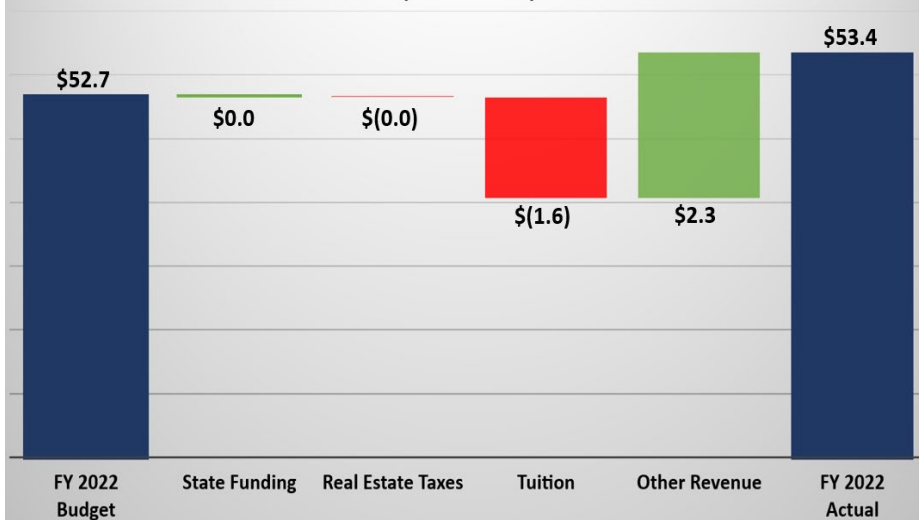
Presentations by individuals will be limited to not more than 5 minutes; group presentations will be limited to two (2) persons taking a total of 10 minutes. Questions from the Board and discussion may follow under the control of the Chair of the Board, but such discussions will be limited to 10 minutes. The matter may then be closed or taken under advisement as the Board directs. The Board may grant additional time to a speaker upon the request of any Member of the Board.

Nothing herein contained should be construed to limit the power of the Board to refuse recognition to persons or groups who wish to discuss issues which are determined by the Board to be repetitive, outside the purview of the Board authority, or harassment.

# Illinois Central College – Treasurer’s Report – April 2022

For the Period Ended March 31, 2022

**Actual Revenue Variances  
As of March 31, 2022  
(In Millions)**



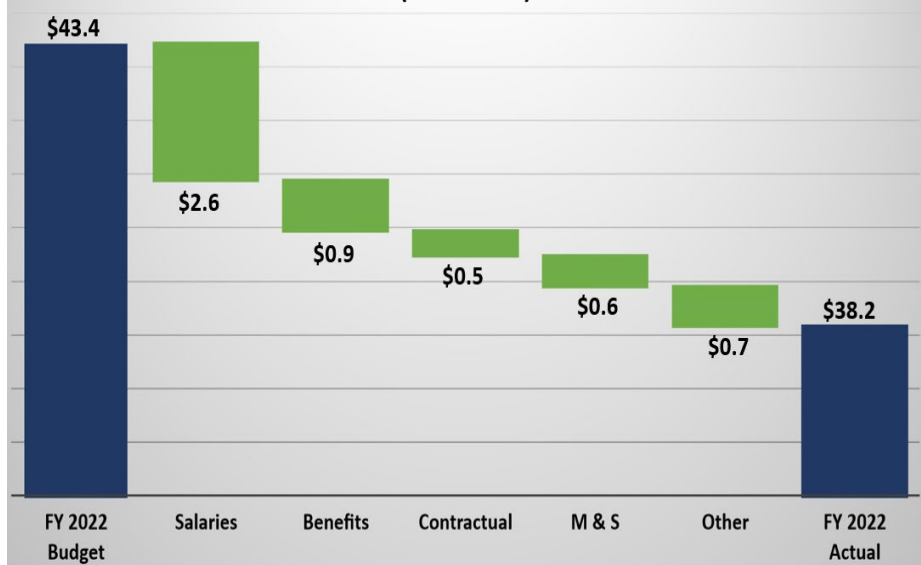
**Revenues – \$0.7 million or 1.3% favorable**

- Corporate Personal Property Replacement taxes are higher than anticipated (budget based on previous year actuals). All payments to-date have been higher than anticipated. This consistent across the community college system.
- Tuition is unfavorable due to Fall and Spring enrollment lower than budgeted.

**Expenditures– \$5.3 million or 12.1% favorable**

- Salaries are favorable due to timing of filling vacant positions.
- Employee benefits are favorable due to vacant positions.
- General materials and supplies are favorable due to working remotely and increased offering of remote courses.
- Fixed charges are favorable due to the timing of insurance and technology payments. Also, grant funds (CARES / HEERF & Title III) has been utilized to pay for a portion of these expenses.

**Actual Expenditure Variances  
As of March 31, 2022  
(In Millions)**



## General Comments

- Actual medical claims are favorable for the first three quarters of the year.
- As interest rates slowly increase, long-term investments show a significant decrease in value. Based on GASB rules, the College must adjust the investments to market; however, these are all unrealized losses and will not be realized because the College holds its investments to maturity.
- Due to the actual favorability in operating expenditures and the projected increase in Personal Property Replacement Taxes, we are not anticipating needing any HEERF funds to cover the budgeted shortfall.
- The College has started the annual budget process for FY2023. Inflationary factors will likely have an impact on budgeted expenditures.

**Illinois Central College District 514**  
**Monthly Operating Statement**  
**For the Period Ended March 31, 2022**

	Monthly			Fiscal Year to Date		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>REVENUES</b>						
Local governmental sources						
Local real estate taxes	\$ 5,087	\$ 6	\$ (5,081)	\$ 25,485,653	\$ 25,463,406	\$ (22,247)
Personal property replacement taxes	288,640	1,365,590	1,076,950	1,899,920	4,166,283	2,266,363
	293,727	1,365,596	1,071,869	27,385,573	29,629,690	2,244,117
Tuition and student fees	92,320	(201,945)	(294,265)	20,242,164	18,654,431	(1,587,733)
State governmental sources						
ICCB grants	292,523	292,523	-	4,161,623	4,168,108	6,485
Other state sources	-	215,971	215,971	436,086	431,943	(4,143)
	292,523	508,494	215,971	4,597,709	4,600,051	2,342
Federal governmental sources						
Dept. of Education	8,197	5,115	(3,082)	59,435	25,142	(34,294)
	8,197	5,115	(3,082)	59,435	25,142	(34,294)
Interest on investments	12,500	9,377	(3,123)	112,500	20,099	(92,401)
Other revenue	48,493	55,928	7,435	269,445	431,279	161,834
	747,760	1,742,565	994,805	52,666,826	53,360,691	693,866
<b>EXPENDITURES</b>	4,796,754	4,134,537	662,217	43,435,938	38,161,943	5,273,995
Excess(deficiency) of revenue over expenditures	(4,048,994)	(2,391,972)	1,657,022	9,230,888	15,198,749	5,967,861
Transfers/Other funding sources (uses)	(2,250,000)	-	(2,250,000)	-	-	-
Net increase in fund balance	\$ (6,298,994)	\$ (2,391,972)	\$ 3,907,022	\$ 9,230,888	\$ 15,198,749	\$ 5,967,861

**Expenditure Detail**

	Monthly			Fiscal Year to Date		
	Budget	Actual	Variance	Budget	Actual	Variance
<b>Expenditures By Program</b>						
Instruction	\$ 2,178,842	\$ 1,978,762	\$ 200,080	\$ 19,440,420	\$ 17,702,001	\$ 1,738,419
Academic support	292,440	196,697	95,743	2,210,107	1,647,631	562,476
Student services	308,727	245,032	63,695	2,570,014	2,163,796	406,218
Public Service/Continuing Education	42,515	31,742	10,773	358,291	254,843	103,448
Institutional support	1,367,699	1,046,123	321,576	12,935,960	10,912,952	2,023,008
Scholarships, Student Grants & Waivers	(4,078)	(6,820)	2,742	856,181	668,644	187,537
Facilities services	668,942	643,002	25,940	5,589,965	4,812,077	777,888
Unexpended Appropriation	(58,333)	-	(58,333)	(525,000)	-	(525,000)
Total expenditures	\$ 4,796,754	\$ 4,134,537	\$ 662,217	\$ 43,435,938	\$ 38,161,943	\$ 5,273,995
<b>Expenditures By Object</b>						
Salaries	\$ 3,091,083	\$ 2,656,277	\$ 434,806	\$ 26,854,707	\$ 24,297,606	\$ 2,557,101
Employee benefits	659,032	592,928	66,104	6,627,862	5,683,888	943,974
Contractual services	289,177	202,639	86,538	2,158,651	1,690,766	467,885
General materials and supplies	235,303	241,929	(6,626)	2,083,041	1,509,765	573,276
Conference and meetings	60,143	21,198	38,945	379,044	119,468	259,576
Fixed charges	329,156	291,952	37,204	3,120,829	2,439,478	681,351
Utilities	114,606	139,857	(25,251)	1,071,077	1,163,768	(92,691)
Capital outlay	10,884	(14,656)	25,540	178,526	58,075	120,451
Scholarships	(4,078)	(6,820)	2,742	856,181	668,644	187,537
Other	69,781	9,234	60,547	631,020	530,485	100,535
Unexpended Appropriation	(58,333)	-	(58,333)	(525,000)	-	(525,000)
Total expenditures	\$ 4,796,754	\$ 4,134,537	\$ 662,217	\$ 43,435,938	\$ 38,161,943	\$ 5,273,995

**Illinois Central College District 514**  
**Fiscal Year to Date Operating Statement**  
**For the Period Ended March 31, 2022**

	Budget	Actual	Variance	Variance %
<b>REVENUES</b>				
Local governmental sources				
Local real estate taxes	\$ 25,485,653	\$ 25,463,406	\$ (22,247)	-0.1%
Personal property replacement taxes	1,899,920	4,166,283	2,266,363	119.3%
	27,385,573	29,629,690	2,244,117	8.2%
Tuition and student fees	20,242,164	18,654,431	(1,587,733)	-7.8%
State governmental sources				
ICCB grants	4,161,623	4,168,108	6,485	0.2%
Other state sources	436,086	431,943	(4,143)	-1.0%
	4,597,709	4,600,051	2,342	0.1%
Federal governmental sources				
Dept. of Education	59,435	25,142	(34,294)	-57.7%
	59,435	25,142	(34,294)	-57.7%
Interest on investments	112,500	20,099	(92,401)	-82.1%
Other revenue	269,445	431,279	161,834	60.1%
<b>TOTAL REVENUES</b>	52,666,826	53,360,691	693,865	1.3%
<b>EXPENDITURES</b>	43,435,938	38,161,943	5,273,995	12.1%
Excess / (deficiency) of revenue over expenditures	9,230,888	15,198,749	5,967,861	64.7%
Transfers/Other funding sources (uses)	-	-	-	0.0%
Net increase in fund balance	\$ 9,230,888	\$ 15,198,749	\$ 5,967,861	64.7%

**Revenue Variance Notes:**

- Local real estate tax payments are substantially complete and are expected to finish the year slightly below budget.
- Tuition and fees are lagging budgeted expectations. Fall and Spring enrollments were lower than budgeted expectations. This shortfall can be offset with HEERF III funding. HEERF funds will only be used as needed to balance operations.
- Corporate Personal Property Replacement Taxes are higher than anticipated (budget was based on previous year actuals). All payments have been significantly higher than expected. This is consistent throughout the Community College system.
- Investment returns are lower than budget due to the current interest rate environment.
- The College received a \$183,000 refund from the State of Illinois for unemployment costs covered by Federal COVID relief funds. These funds were recorded as Other Revenue in the Ancillary Fund as the expenditures occurred in prior years.



**Illinois Central College District 514**  
**Fiscal Year to Date Operating Statement**  
**For the Period Ended March 31, 2022**

**Expenditure Detail**

**Expenditures By Program**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Variance %</b>
Instruction	\$ 19,440,420	\$ 17,702,001	\$ 1,738,419	8.9%
Academic support	2,210,107	1,647,631	562,476	25.5%
Student services	2,570,014	2,163,796	406,218	15.8%
Public Service/Continuing Education	358,291	254,843	103,448	28.9%
Institutional support	12,935,960	10,912,952	2,023,008	15.6%
Scholarships, Student Grants & Waivers	856,181	668,644	187,537	21.9%
Facilities services	5,589,965	4,812,077	777,888	13.9%
Unexpended Appropriation	(525,000)	-	(525,000)	100.0%
<b>Total expenditures</b>	<b>\$ 43,435,938</b>	<b>\$ 38,161,943</b>	<b>\$ 5,273,995</b>	<b>12.1%</b>

**Expenditures By Object**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Variance %</b>
Salaries	\$ 26,854,707	\$ 24,297,606	\$ 2,557,101	9.5%
Employee benefits	6,627,862	5,683,888	943,974	14.2%
Contractual services	2,158,651	1,690,766	467,885	21.7%
General materials and supplies	2,083,041	1,509,765	573,276	27.5%
Conference and meetings	379,044	119,468	259,576	68.5%
Fixed charges	3,120,829	2,439,478	681,351	21.8%
Utilities	1,071,077	1,163,768	(92,691)	-8.7%
Capital outlay	178,526	58,075	120,451	67.5%
Scholarships	856,181	668,644	187,537	21.9%
Other	631,020	530,485	100,535	15.9%
Unexpended Appropriation	(525,000)	-	(525,000)	100.0%
<b>Total expenditures</b>	<b>\$ 43,435,938</b>	<b>\$ 38,161,943</b>	<b>\$ 5,273,995</b>	<b>12.1%</b>

**Expenditure Variance Notes:**

- Salary expense is favorable due to the timing of filling vacant positions. The College currently has on average approximately 40 open positions, and a savings in part-time wages of nearly 40%. See page 19 for additional detail.
- Employee benefits are favorable for the first nine months of the year. Actual medical claims are lower than expected. See page 20 for additional detail.
- General materials and supplies and conference and meetings are favorable due to working remotely and primarily offering online courses as well as limited travel due to COVID-19. Inflationary costs spikes are not currently having a significant impact on our budget this year. We are anticipating a larger impact in FY2023.
- Fixed charges are favorable due to the timing of insurance payments and technology charges. In addition, costs have been able to be offset by using grant funding. CARES/HEERF and Title III funds have been available to cover several large software purchases.
- Scholarships are favorable as a result of the Tuition Relief Program. This program paid for three credit hours per scholarship recipient that was normally covered as a scholarship expense.



**Illinois Central College District 514  
Financial Statements  
For the Period Ended March 31, 2022**

**Illinois Central College District 514**  
**Unaudited Financial Statements**  
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**Illinois Central College District 514**  
**Combined Balance Sheet - All Fund Types**  
**March 31, 2022**

	Governmental Fund Types				Proprietary Fund Type	Fiduciary Fund Type	Memorandum Totals	
	Operating Funds	Special Revenue	Debt Service	Capital Projects Fund - Operations and Maintenance Fund - Restricted	Auxiliary Funds	Working Cash & Trust & Agency Funds	2022	2021
<b>Assets</b>								
Cash	\$ 624,614	\$ 1,237,452	\$ 101,925	\$ 51,565	\$ 23,355	\$ 973,246	\$ 3,012,156	\$ 3,688,810
Investments	30,446,926	21,375,600	200,000	18,017,860	-	9,513,924	79,554,310	64,164,016
Taxes receivables	-	-	-	-	-	-	-	-
Receivables from other funds	1,300,000	-	-	-	-	-	1,300,000	725,000
Accounts receivables, net	1,965,445	-	-	-	3,211	-	1,968,656	2,913,794
Accrued interest receivable	5,231	-	-	12,221	-	31,756	49,209	54,823
Other receivables	(154,208)	621,441	21,957	-	105,118	-	594,307	336,514
Inventories	-	-	-	-	398,974	-	398,974	505,417
Prepaid items	28,793	165,627	-	-	-	-	194,420	152,500
Other assets	-	-	-	-	-	-	-	-
<b>Total assets</b>	<b>\$ 34,216,801</b>	<b>\$ 23,400,119</b>	<b>\$ 323,882</b>	<b>\$ 18,081,645</b>	<b>\$ 530,658</b>	<b>\$ 10,518,926</b>	<b>\$ 87,072,032</b>	<b>\$ 72,540,874</b>
<b>Liabilities and Fund Equity</b>								
<b>Liabilities</b>								
Accounts payable	\$ 190,620	\$ 300,908	\$ -	\$ 6,307	\$ 43,698	\$ 962,416	\$ 1,503,949	\$ 1,306,840
Accrued liabilities	109,354	-	-	-	2,285	-	111,638	86,697
Payable to other funds	-	-	-	-	1,300,000	-	1,300,000	725,000
Employee group medical benefits reserve	1,112,805	-	-	-	-	-	1,112,805	1,814,191
Accrued early retirement costs	-	-	-	-	-	-	-	-
Accrued salaries	-	-	-	-	-	-	-	-
Accrued vacation benefits	758,095	90,867	-	-	81,425	-	930,387	960,910
Deferred revenue	-	-	-	-	-	-	-	-
Taxes	-	-	-	-	-	-	-	-
Tuition fees	26,566	-	-	-	28,957	-	55,523	1,072,042
Other	-	77,709	-	-	-	-	77,709	44,329
Bonds payable	-	-	-	-	-	-	-	-
<b>Total liabilities</b>	<b>2,197,440</b>	<b>469,484</b>	<b>-</b>	<b>6,307</b>	<b>1,456,365</b>	<b>962,416</b>	<b>5,092,011</b>	<b>6,010,009</b>
<b>Fund equity</b>								
Retained earnings	-	-	-	-	(925,706)	-	(925,706)	(117,260)
Fund balance - unreserved	32,019,361	22,930,635	323,882	18,075,339	-	9,556,510	82,905,727	66,648,125
<b>Total fund equity</b>	<b>32,019,361</b>	<b>22,930,635</b>	<b>323,882</b>	<b>18,075,339</b>	<b>(925,706)</b>	<b>9,556,510</b>	<b>81,980,021</b>	<b>66,530,865</b>
<b>Total liabilities and fund equity</b>	<b>\$ 34,216,801</b>	<b>\$ 23,400,119</b>	<b>\$ 323,882</b>	<b>\$ 18,081,645</b>	<b>\$ 530,658</b>	<b>\$ 10,518,926</b>	<b>\$ 87,072,032</b>	<b>\$ 72,540,874</b>

**Illinois Central College District 514**  
**Combined Statement of Revenues, Expenditures And Changes In Fund Balances**  
**All Governmental Fund Types**  
**For the Period Ended March 31, 2022**

	Operating Funds	Special Revenue Funds	Debt Service Fund	Capital Projects Fund - Operations and Maintenance Fund - Restricted	Memorandum Totals	
					2022	2021
<b>Revenue</b>						
Local real estate taxes	\$ 20,837,582	\$ 4,755,507	\$ 6,124,780	\$ 3,581,844	\$ 35,299,713	\$ 35,245,912
Corporate personal property replacement tax	4,166,283	-	-	-	4,166,283	1,568,077
State apportionment						
Credit Hour Grant	4,023,023	-	-	-	4,023,023	3,974,051
Equalization Grant	138,600	-	-	-	138,600	37,500
Other state government sources	438,428	4,079,705	-	-	4,518,133	2,018,334
Federal government sources	25,142	22,123,040	-	-	22,148,181	13,752,157
Student tuition and fees	18,654,431	-	-	-	18,654,431	19,683,548
Maintenance revenue	161,885	-	-	-	161,885	161,393
Interest on investments	20,099	-	-	12,590	32,689	147,542
Other revenue	81,623	598,661	21,914	1,516,740	2,218,938	580,144
<b>Total revenues</b>	<b>48,547,095</b>	<b>31,556,913</b>	<b>6,146,694</b>	<b>5,111,175</b>	<b>91,361,877</b>	<b>77,168,658</b>
<b>Expenditures</b>						
Instruction	17,702,001	2,218,746	-	-	19,920,746	19,897,580
Academic support	1,647,631	115,317	-	-	1,762,947	1,684,053
Student services	2,163,796	15,308,118	-	-	17,471,914	13,019,286
Public Service/Continuing Education	254,843	1,470,162	-	-	1,725,005	1,205,217
Facilities services	4,812,077	1,140,801	-	1,778,253	7,731,131	7,453,569
Institutional support	7,456,343	5,381,364	4,650	183,585	13,025,942	12,747,349
Scholarships, Student Grant & Waivers	668,644	2,788,299	-	-	3,456,942	1,416,701
Bond / Lease Payments	-	-	5,841,040	-	5,841,040	5,652,165
<b>Total expenditures</b>	<b>34,705,334</b>	<b>28,422,806</b>	<b>5,845,690</b>	<b>1,961,837</b>	<b>70,935,667</b>	<b>63,075,920</b>
<b>Excess (deficiency) of revenue over expenditures</b>	<b>13,841,761</b>	<b>3,134,107</b>	<b>301,004</b>	<b>3,149,338</b>	<b>20,426,210</b>	<b>14,092,738</b>
<b>Other financing sources (uses):</b>						
Lease proceeds	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-
Nonmandatory transfers	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Excess (deficiency) of revenue and other financing sources over expenditures and other financing uses</b>	<b>13,841,761</b>	<b>3,134,107</b>	<b>301,004</b>	<b>3,149,338</b>	<b>20,426,210</b>	<b>14,092,738</b>
<b>Fund balance at beginning of year</b>	<b>18,177,600</b>	<b>19,796,528</b>	<b>22,878</b>	<b>14,926,001</b>	<b>52,923,007</b>	<b>42,660,118</b>
<b>Fund balance at end of year</b>	<b>\$ 32,019,361</b>	<b>\$ 22,930,635</b>	<b>\$ 323,882</b>	<b>\$ 18,075,339</b>	<b>\$ 73,349,217</b>	<b>\$ 56,752,856</b>

**Illinois Central College**  
**Combining Operating Funds Balance Sheet**  
**For The Period Ended March 31, 2022**

	Educational Fund	Operations and Maintenance Fund	Memorandum Total	
			2022	2021
ASSETS				
Cash	\$ 547,377	\$ 77,237	\$ 624,614	\$ 921,277
Investments	23,285,028	7,161,898	30,446,926	32,511,783
Accrued interest receivable	5,231	-	5,231	49
Taxes receivable	-	-	-	-
Student accounts receivable, net	1,965,445	-	1,965,445	2,883,049
Other receivables	(159,446)	5,238	(154,208)	89,911
Interfund receivable	1,300,000	-	1,300,000	725,000
Prepaid items	28,793	-	28,793	4,595
Inventories	-	-	-	-
Other assets	-	-	-	-
Total assets	\$ 26,972,427	\$ 7,244,374	\$ 34,216,801	\$ 37,135,664
LIABILITIES AND FUND BALANCE				
Liabilities				
Accounts payable	179,777	10,842	190,620	42,190
Other payables	109,354	-	109,354	84,150
Accrued salaries	-	-	-	-
Accrued vacation benefits	579,617	178,478	758,095	796,567
Employee group medical benefits reserve	1,112,805	-	1,112,805	1,814,191
Early retirement liability	-	-	-	-
Deferred revenue:				
Taxes	-	-	-	-
Tuition and fees	26,566	-	26,566	1,042,330
Interfund payable	-	-	-	-
Total liabilities	2,008,119	189,321	2,197,440	3,779,428
Fund balance	24,964,308	7,055,053	32,019,361	33,356,236
Total liabilities and fund balance	\$ 26,972,427	\$ 7,244,374	\$ 34,216,801	\$ 37,135,664

**Illinois Central College District 514**  
**Combining Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Operating Funds**  
**For the Period Ended March 31, 2022**

	<b>Educational Fund</b>		<b>Operations and Maintenance Fund</b>		<b>Memorandum Total</b>		
	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>2022 Budget</b>	<b>Actual</b>	<b>2021 Actual</b>
<b>REVENUES</b>							
Local governmental sources taxes							
Local real estate taxes	\$ 17,239,474	\$ 17,255,738	\$ 3,578,509	\$ 3,581,844	\$ 20,817,983	\$ 20,837,582	\$ 20,968,995
Personal property replacement	3,300,000	1,026,989	1,100,000	3,139,295	4,400,000	4,166,283	1,568,077
	20,539,474	18,282,726	4,678,509	6,721,139	25,217,983	25,003,865	22,537,072
Intermediate sources							
Tuition and Student fees	20,069,566	18,654,431	-	-	20,069,566	18,654,431	19,683,548
	20,069,566	18,654,431	-	-	20,069,566	18,654,431	19,683,548
State governmental sources							
State apportionment							
Credit hour grant	4,023,023	3,017,267	1,341,007	1,005,756	5,364,030	4,023,023	3,974,051
Equalization grant	138,600	103,950	46,200	34,650	184,800	138,600	37,500
Other ICCB Designated grant.	-	6,485	-	-	-	6,485	-
Board of Vocational and Tech. Educ.	436,086	431,943	-	-	436,086	431,943	218,043
	4,597,709	3,559,645	1,387,207	1,040,406	5,984,916	4,600,051	4,229,594
Federal governmental sources							
Dept of Education	105,361	25,142	-	-	105,361	25,142	15,968
Facilities rental	-	-	250,000	161,885	250,000	161,885	152,843
Interest on investments	125,000	17,392	25,000	2,707	150,000	20,099	95,868
Day care/Dental hygiene	25,000	1,280	-	30	25,000	1,310	10,605
Other	75,000	73,553	5,000	6,759	80,000	80,313	58,106
Total revenues	45,537,110	40,614,170	6,345,716	7,932,926	51,882,826	48,547,095	46,783,604
<b>EXPENDITURES</b>							
Instruction	25,818,279	17,702,001	-	-	25,818,279	17,702,001	18,113,981
Academic Support	2,835,654	1,647,631	-	-	2,835,654	1,647,631	1,659,063
Student services	3,394,243	2,163,796	-	-	3,394,243	2,163,796	1,978,292
Public Service/Continuing Education	489,986	254,843	-	-	489,986	254,843	258,334
Facilities services	-	-	8,003,356	4,812,077	8,003,356	4,812,077	4,653,434
Scholarships, Student Grants & Waivers	850,000	668,644	-	-	850,000	668,644	801,361
Institutional support	13,510,382	7,456,343	-	-	13,510,382	7,456,343	7,215,640
Total expenditures	46,898,544	29,893,257	8,003,356	4,812,077	54,901,900	34,705,334	34,680,105
Transfers/Other Funding Sources (uses)	(810,000)	-	(1,500,000)	-	(2,310,000)	-	-
Net increase/(decrease) in fund balance	(2,171,434)	10,720,913	(3,157,640)	3,120,848	(5,329,074)	13,841,761	12,103,499
Fund balance, beginning	14,243,395	14,243,395	3,934,205	3,934,205	18,177,600	18,177,600	21,252,737
Fund balance, ending	\$ 12,071,961	\$ 24,964,308	\$ 776,565	\$ 7,055,053	\$ 12,848,526	\$ 32,019,361	\$ 33,356,236

**Illinois Central College  
Special Revenue Funds  
Balance Sheet  
March 31, 2022**

ASSETS	Current Restricted Fund	Ancillary Fund	Memorandum Total	
			2022	2021
Cash	\$ 1,079,345	\$ 158,107	\$ 1,237,452	\$ 636,057
Investments	12,695,600	8,680,000	21,375,600	11,552,800
Accrued interest receivable	-	-	-	-
Taxes receivable	-	-	-	-
Interfund receivable	-	-	-	-
Inventory	-	-	-	-
Prepaid expense	165,627	-	165,627	147,906
Other receivables	621,441	-	621,441	3,570
Total assets	\$ 14,562,013	\$ 8,838,107	\$ 23,400,119	\$ 12,340,333

**LIABILITIES AND FUND BALANCE**

Liabilities				
Accounts payable	\$ 300,747	\$ 161	\$ 300,908	\$ 258,314
Accrued vacation	-	90,867	90,867	91,926
Accrued salaries	-	-	-	-
Accrued expenses	-	-	-	-
Deferred revenue:				
Taxes	-	-	-	44,329
Other	77,709	-	77,709	-
Interfund payable	-	-	-	-
Total liabilities	378,456	91,028	469,484	394,569
Fund balance	14,183,556	8,747,079	22,930,635	11,945,764
Total liabilities and fund balance	\$ 14,562,013	\$ 8,838,107	\$ 23,400,119	\$ 12,340,333

**Illinois Central College  
Special Revenue Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended March 31, 2022**

	<b>Current Restricted</b>	<b>Ancillary</b>	<b>Memorandum Total</b>	
	<b>Fund</b>	<b>Fund</b>	<b>2022</b>	<b>2021</b>
<b>REVENUES</b>				
Local governmental sources taxes				
Local real estate taxes	\$ -	\$ 4,755,507	\$ 4,755,507	\$ 4,608,491
State government sources	4,079,705	-	4,079,705	1,800,291
Federal government sources	22,123,040	-	22,123,040	13,736,189
Other	410,889	187,772	598,661	499,152
Interest earned	-	-	-	-
<b>Total revenues</b>	<b>26,613,635</b>	<b>4,943,279</b>	<b>31,556,913</b>	<b>20,644,123</b>
<b>EXPENDITURES</b>				
Salaries	2,128,999	1,308,224	3,437,224	2,900,852
Employee benefits	670,245	742,765	1,413,011	1,335,522
Contractual services	1,913,952	225,144	2,139,096	1,676,065
Materials and supplies	1,735,073	64,640	1,799,713	1,961,018
Conferences and meetings	136,886	5,166	142,052	51,510
Fixed charges	143,376	1,219,201	1,362,577	1,571,151
Utilities	10,038	3,210	13,248	13,602
Capital outlay	652,687	-	652,687	423,120
Awards to students	17,212,739	-	17,212,739	10,750,445
Other uses	250,460	-	250,460	190,365
<b>Total expenditures</b>	<b>24,854,454</b>	<b>3,568,352</b>	<b>28,422,806</b>	<b>20,873,650</b>
Transfers	-	-	-	-
<b>Net increase/(decrease) in fund balance</b>	<b>1,759,181</b>	<b>1,374,927</b>	<b>3,134,107</b>	<b>(229,527)</b>
<b>Fund balance, beginning</b>	<b>12,424,376</b>	<b>7,372,152</b>	<b>19,796,528</b>	<b>12,175,291</b>
<b>Fund balance, ending</b>	<b>\$ 14,183,556</b>	<b>\$ 8,747,079</b>	<b>\$ 22,930,635</b>	<b>\$ 11,945,764</b>



**Illinois Central College  
Debt Service Fund  
Balance Sheet  
March 31, 2022**

	<b>Memorandum Total</b>	
	<b>2022</b>	<b>2021</b>
<b>ASSETS</b>		
Cash	\$ 101,925	\$ 251,526
Investments	200,000	100,000
Taxes receivable	-	-
Interfund receivable	-	-
Other assets	21,957	-
<b>Total Assets</b>	<b>\$ 323,882</b>	<b>\$ 351,526</b>
<b>LIABILITIES AND FUND BALANCE</b>		
<b>Liabilities</b>		
Accounts payable	-	-
Deferred taxes	-	-
Deferred revenue-other	-	-
Interfund payable	-	-
<b>Total liabilities</b>	<b>-</b>	<b>-</b>
<b>Fund balance</b>	<b>323,882</b>	<b>351,526</b>
<b>Total liabilities and fund balance</b>	<b>\$ 323,882</b>	<b>\$ 351,526</b>

**Illinois Central College**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**Debt Service Fund**  
**For the Period Ended March 31, 2022**

	<b>Memorandum Total</b>	
	<b>2022</b>	<b>2021</b>
<b>REVENUES</b>		
Local real estate taxes	\$ 6,124,780	\$ 6,059,044
Other	21,914	20,831
Interest on investments	-	-
Total revenues	6,146,694	6,079,875
<b>EXPENDITURES</b>		
Contractual services	4,650	4,650
Materials & supplies	-	-
Debt service	-	-
Bond payments	5,360,000	5,045,000
Interest expense	481,040	607,165
Other	-	-
Total expenditures	5,845,690	5,656,815
Other financing sources (uses)		
Lease proceeds	-	-
Bond proceeds	-	-
Nonmandatory transfers	-	-
Total other financing sources (uses)	-	-
Net increase in fund balance	301,004	423,060
Fund balance, beginning	22,878	(71,534)
Fund balance, ending	\$ 323,882	\$ 351,526

**Illinois Central College  
Capital Projects Funds  
Balance Sheet  
March 31, 2022**

<b>ASSETS</b>	<b>Memorandum Total</b>	
	<b>2022</b>	<b>2021</b>
Cash	\$ 51,565	\$ 915,904
Investments	18,017,860	10,178,904
Accrued interest receivable	12,221	4,523
Taxes receivable	-	-
Interfund receivable	-	-
Other receivables	-	-
Other fixed assets	-	-
<b>Total assets</b>	<b>\$ 18,081,645</b>	<b>\$ 11,099,331</b>
 <b>LIABILITIES AND FUND BALANCE</b>		
<b>Liabilities</b>		
Accounts payable	\$ 6,307	\$ -
Interfund payable	-	-
Deferred taxes	-	-
Accrued Expenses	-	-
<b>Total liabilities</b>	<b>6,307</b>	<b>-</b>
<b>Fund Balance</b>	<b>18,075,339</b>	<b>11,099,331</b>
<b>Total liabilities and fund balance</b>	<b>\$ 18,081,645</b>	<b>\$ 11,099,331</b>

**Illinois Central College  
Capital Projects Funds  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended March 31, 2022**

		Life	Memorandum Total	
	General	Safety	2022	2021
REVENUES				
Local real estate taxes	\$ -	\$ 3,581,844	\$ 3,581,844	\$ 3,609,382
Interest on investments	12,590	-	12,590	51,674
Other	1,516,740	-	1,516,740	-
Total revenues	1,529,330	3,581,844	5,111,175	3,661,056
EXPENDITURES				
Salaries	-	-	-	-
Employee benefits	-	-	-	-
Contractual services	113,404	639,197	752,602	102,243
Materials and supplies	46,220	74,004	120,224	69,261
Conference and meetings	-	-	-	-
Fixed charges	-	2,653	2,653	-
Interest expense	-	-	-	-
Utilities	-	-	-	-
Capital outlay	23,960	1,054,657	1,078,617	1,687,365
Other	7,742	-	7,742	6,480
Lease payment	-	-	-	-
Total expenditures	191,326	1,770,511	1,961,837	1,865,349
Other financing sources				
Lease proceeds	-	-	-	-
Bond proceeds	-	-	-	-
Nonmandatory transfers	-	-	-	-
Total other financing sources	-	-	-	-
Net (decrease) in fund balance	1,338,004	1,811,333	3,149,338	1,795,707
Fund balance, beginning	13,970,290	955,711	14,926,001	9,303,624
Fund balance, ending	\$ 15,308,294	\$ 2,767,044	\$ 18,075,339	\$ 11,099,331

**Illinois Central College  
Proprietary Fund Type  
Balance Sheet  
March 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>ASSETS</b>		
Cash	\$ 23,355	\$ 21,719
Accounts receivable	3,211	30,744
Interfund receivable	-	-
Prepaid expense	-	-
Other receivables	105,118	242,787
Inventories	398,974	505,417
Total assets	<u>\$ 530,658</u>	<u>\$ 800,667</u>
<b>LIABILITIES AND FUND BALANCE</b>		
Liabilities		
Accounts payable	\$ 43,698	\$ 88,251
Accrued vacation	81,425	72,417
Accrued salaries	-	-
Accrued expenses	2,285	2,547
Interfund payable	1,300,000	725,000
Deferred revenue	28,957	29,712
Total liabilities	<u>1,456,365</u>	<u>917,927</u>
Fund Balance	<u>(925,706)</u>	<u>(117,260)</u>
Total liabilities and fund balance	<u>\$ 530,658</u>	<u>\$ 800,667</u>

**Illinois Central College**  
**Proprietary Fund Type**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended March 31, 2022**

	<b>2022</b>	<b>2021</b>
<b>REVENUES</b>		
Sales	\$ 3,026,092	\$ 2,756,585
Other	76,248	15,580
Total revenues	3,102,340	2,772,165
<b>EXPENDITURES</b>		
Cost of sales	1,746,654	1,630,732
Salaries	1,391,551	989,163
Employee benefits	311,674	239,843
Contractual services	228,792	96,700
Materials and supplies	144,433	100,156
Conferences and meetings	166,177	34,545
Fixed charges	85,604	86,104
Capital outlay	13,841	-
Other	38,274	24,649
Tuition Write-off	3,022	1,544
Total expenditures	4,130,023	3,203,436
Transfers	-	-
Net increase in fund balance	(1,027,684)	(431,271)
Fund balance, beginning	101,978	314,011
Fund balance, ending	\$ (925,706)	\$ (117,260)

**Illinois Central College  
Proprietary Fund Types  
Combining Statement of Revenues, Expenditures and Changes in Fund Balance  
For the Period Ended March 31, 2022**

	Bookstore	Food Service	Child Care Center	Performing Arts Center	Athletics and Camps	Student Activities	Fitness Center	Professional Development Institute	Total
<b>REVENUE</b>									
Sales	\$ 2,303,454	\$ -	\$ 147,038	\$ 10,063	\$ 24,385	\$ -	\$ 38,632	\$ 553,775	\$ 3,077,347
Cost of Sales	1,741,178	-	-	-	4,856	-	620	-	1,746,654
Gross Profit	562,276	-	147,038	10,063	19,529	-	38,012	553,775	1,330,693
<b>EXPENDITURES</b>									
Salaries	258,666	-	158,958	112,463	335,245	58,897	111,932	355,390	1,391,551
Employee benefits	50,331	-	57,657	21,987	64,886	15,408	12,763	88,641	311,674
Contractual services	23,044	2,282	26,073	10,097	75,902	14,441	12,497	64,458	228,792
Material and supplies	10,012	-	4,429	9,381	47,991	4,965	3,013	64,643	144,433
Conference and meetings	412	-	378	387	125,067	33,571	191	6,171	166,177
Fixed charges	43,139	-	-	-	540	-	-	41,925	85,604
Capital outlay	-	-	-	-	13,841	-	-	-	13,841
Other	18,349	-	9,657	264	409	5,801	891	2,904	38,274
Tuition write-offs	-	-	-	-	-	-	-	3,022	3,022
Total	403,954	2,282	257,152	154,578	663,881	133,083	141,286	627,154	2,383,369
Other Income	5,773	-	16,014	-	-	1,774	-	-	23,561
Vending Income	-	1,431	-	-	-	-	-	-	1,431
Net Increase (Decrease) in Fund Balance	\$ 164,095	\$ (850)	\$ (94,099)	\$ (144,515)	\$ (644,352)	\$ (131,309)	\$ (103,274)	\$ (73,379)	(1,027,684)
Transfers									-
Fund Balance, Beginning									101,978
Fund Balance, Ending									\$ (925,706)

**Illinois Central College  
Fiduciary Funds  
Balance Sheet  
March 31, 2022**

	<b>Working Cash Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Memorandum Total</b>	
			<b>2022</b>	<b>2021</b>
<b>ASSETS</b>				
Cash	\$ 10,830	\$ 962,416	\$ 973,246	\$ 942,328
Investments	9,513,924	-	9,513,924	9,820,529
Accrued interest receivable	31,756	-	31,756	50,251
Interfund receivable	-	-	-	-
Other receivables	-	-	-	247
Prepaid expense	-	-	-	-
	<u>\$ 9,556,510</u>	<u>\$ 962,416</u>	<u>\$ 10,518,926</u>	<u>\$ 10,813,355</u>
<b>LIABILITIES AND FUND BALANCE</b>				
<b>Liabilities</b>				
Unexpended scholarships, loan and student activity funds	\$ -	\$ 962,416	\$ 962,416	\$ 918,086
Interfund Payable	-	-	-	-
Total liabilities	<u>-</u>	<u>962,416</u>	<u>962,416</u>	<u>918,086</u>
Fund Balance	<u>9,556,510</u>	<u>-</u>	<u>9,556,510</u>	<u>9,895,269</u>
	<u>\$ 9,556,510</u>	<u>\$ 962,416</u>	<u>\$ 10,518,926</u>	<u>\$ 10,813,355</u>



**Illinois Central College**  
**Fiduciary Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ended March 31, 2022**

	Working Cash	Trust & Agency	Memorandum Total	
	Fund	Fund	2022	2021
<b>REVENUES</b>				
State government	\$ -	\$ -	-	\$ -
Federal government	-	-	-	-
Students	-	-	-	-
Others	-	-	-	-
Interest earned	(351,423)	-	(351,423)	(12,664)
Total revenues	(351,423)	-	(351,423)	(12,664)
<b>EXPENDITURES</b>				
Student activities	-	-	-	-
Other uses	-	-	-	-
Total expenditures	-	-	-	-
<b>Other financing sources (uses)</b>				
Bond proceeds	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Transfers	-	-	-	-
Net increase in fund balance	(351,423)	-	(351,423)	(12,664)
Fund balance, beginning	9,907,933	-	9,907,933	9,907,933
Fund balance, ending	\$ 9,556,510	\$ -	\$ 9,556,510	\$ 9,895,269

## **Notes to Financial Statements**

Illinois Central College District 514  
Notes to Financial Statements  
Investment Analysis

### Investments

Investments	March 31, 2022
Educational Fund	23,285,028
Operations and Maintenance Fund	7,161,898
Ancillary Fund	8,680,000
Capital Projects Fund	18,017,860
Bond Interest Fund	200,000
Current Restricted Fund	12,695,600
Working Cash Bonds Fund	9,513,924
	<u><u>\$ 79,554,310</u></u>

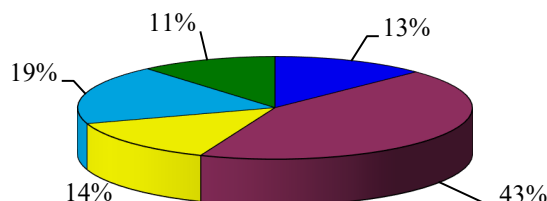
### By Investment Manager

	Balance	Yield	Allocation
Illinois Funds	\$ 10,097,888	0.28%	12.7%
ISDLAF	34,548,001	0.05%	43.4%
Commerce	11,005,428	1.09%	13.8%
PMA Securities	14,966,876	0.54%	18.8%
Morton Community Bank	8,936,117	0.23%	11.2%
	<u><u>\$ 79,554,310</u></u>	<u><u>0.34%</u></u>	<u><u>100.0%</u></u>

### Benchmark -

91-day US Treasury Bill Rate	0.52%
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## Investment Manager Allocation

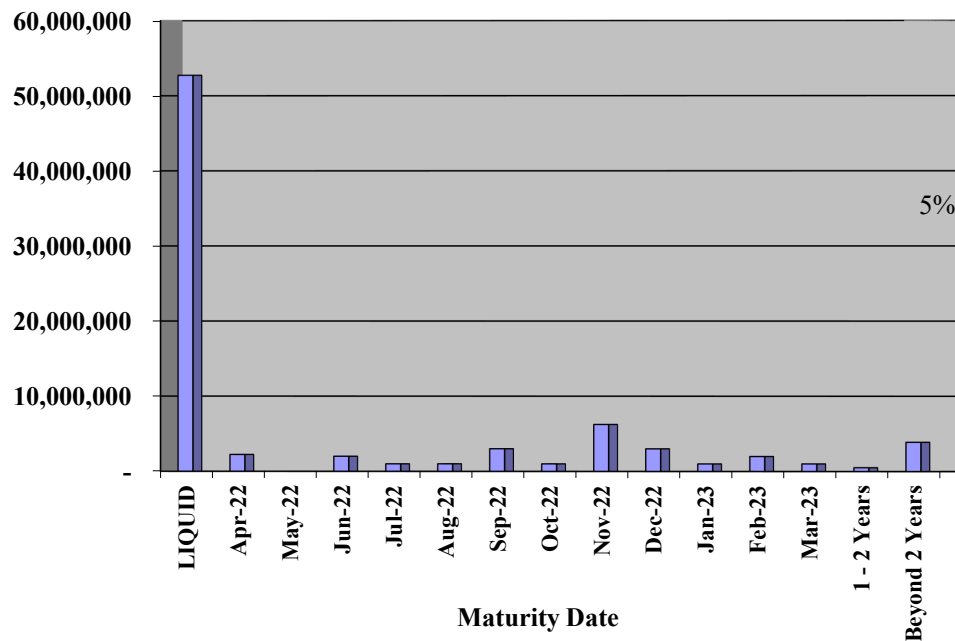


■ Illinois Funds   ■ ISDLAF   ■ Commerce   ■ PMA Securities   ■ Morton Community Bank

Illinois Central College District 514  
Notes to Financial Statements  
Investment Analysis

Investments - By Manager	Beginning Balance	Funds Deposited	Investment Returns Reinvested	Transfer To Operations	Ending Balance
Illinois Funds	\$ 6,871,099	3,224,688	2,100	-	10,097,888
ISDLAF	40,271,149	(5,728,044)	4,896	-	34,548,001
PMA Securities	9,238,831	5,728,044	-	-	14,966,876
Commerce Bank	11,168,164	-	(162,736)	-	11,005,428
Morton Community Bank	8,939,472	20,400	206	(23,960)	8,936,117
Other	-	-	-	-	-
Total Investment Activity	<u>\$ 76,488,716</u>	<u>3,245,088</u>	<u>(155,534)</u>	<u>(23,960)</u>	<u>79,554,310</u>

**Portfolio Maturity Summary - Maturing \$/Month**

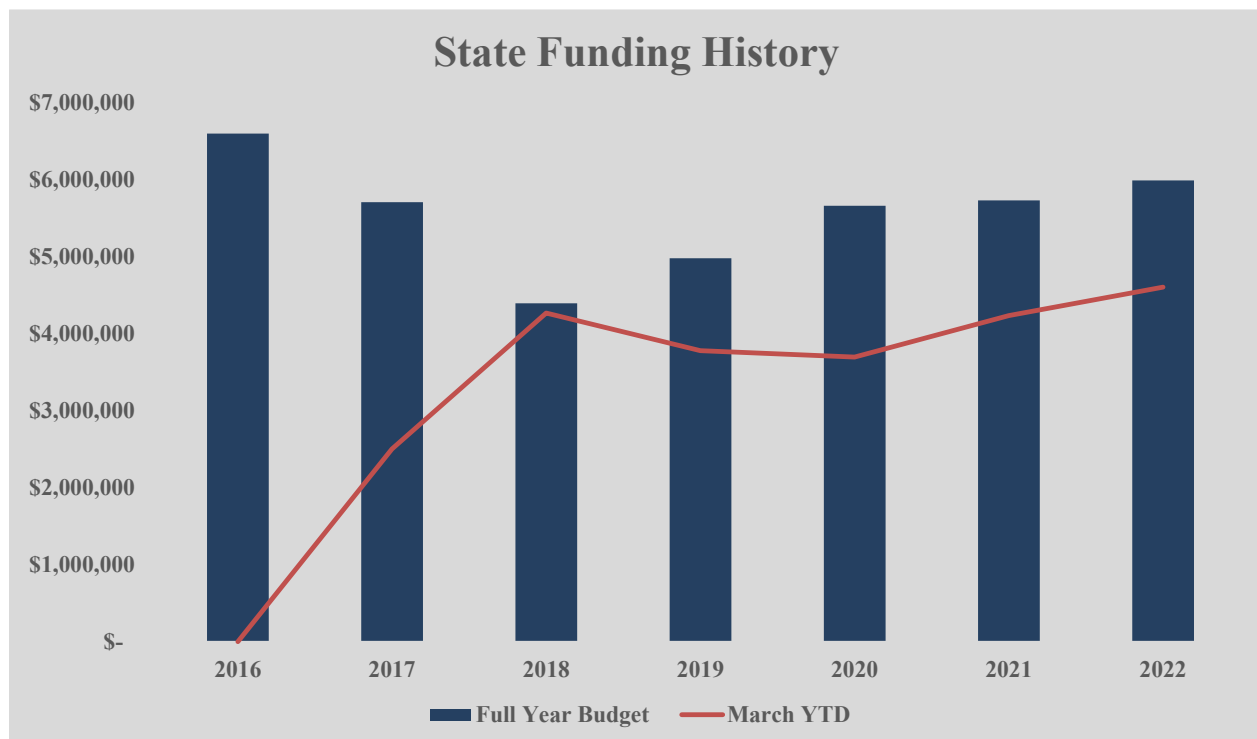


The investment strategy of Illinois Central College is to invest cash reserves in a prudent and timely manner to ensure the preservation of capital and provide adequate investment returns. The College policy is consistent with the authorized forms of investments set forth in the Public Community College Act and sections 235/1 through 235/7 of the Public Funds Investment Act.

# Illinois Central College ICCB - State Funding Summary FY 2022

	Total Budget	Scheduled Payments as of 3/31/2022	Payments Received as of 3/31/2022	Balance Due
<b>Operations</b>				
Credit Hour	\$ 5,364,030	\$ 4,023,023	\$ 4,023,023	\$ -
Equalization Grant	184,800	138,600	138,600	-
Performance Funding	-	-	6,485	(6,485)
Career and Technical Education Formula Grant	436,086	436,086	431,943	4,143
Operations subtotal	<b>5,984,916</b>	<b>4,597,709</b>	<b>4,600,051</b>	<b>(2,342)</b>
<b>Restricted Grant Funding</b>				
Perkins	405,221	303,916	96,001	207,915
Adult Ed State Basic	245,850	184,388	147,510	36,878
Adult Ed Performance *	109,865	82,399	65,919	16,479
Adult Ed Federal	179,060	134,295	80,724	53,571
Veterans	247,800	185,850	-	185,850
Restricted Grant Funding subtotal	<b>1,187,796</b>	<b>890,847</b>	<b>390,154</b>	<b>500,693</b>
<b>Totals</b>	<b>\$ 7,172,712</b>	<b>\$ 5,488,556</b>	<b>\$ 4,990,205</b>	<b>\$ 498,351</b>

\* Adult Education allocations from the ICCB have not been finalized as of the report date.



**Illinois Central College District 514**  
**Salary Expenditure Breakdown**  
**For the Period Ended March 31, 2022**

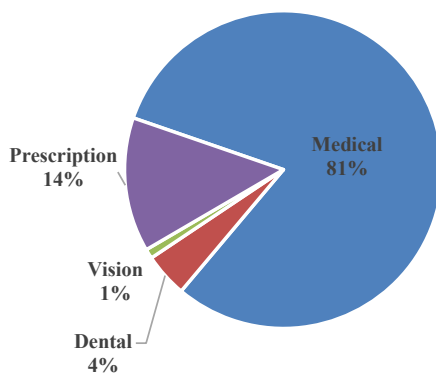
	Monthly				Fiscal Year to Date			
	Expenditures		Variance		Expenditures		Variance	
	Budget	Actual	Amount	%	Budget	Actual	Amount	%
<b>Education Fund</b>								
Faculty								
Full Time	\$ 1,067,730	\$ 899,344	\$ 168,386	15.8%	\$ 9,731,892	\$ 9,210,063	\$ 521,829	5.4%
Adjunct	242,059	269,882	(27,823)	-11.5%	2,206,261	2,217,389	(11,128)	-0.5%
Overload	163,740	201,794	(38,054)	-23.2%	1,474,500	1,331,096	143,404	9.7%
Release Time	63,033	66,227	(3,194)	-5.1%	574,515	597,264	(22,749)	-4.0%
Total Faculty	1,536,562	1,437,247	99,315	6.5%	13,987,168	13,355,813	631,355	4.5%
Management	801,742	690,395	111,347	13.9%	6,791,834	6,031,736	760,098	11.2%
Clerical	172,321	118,331	53,990	31.3%	1,470,006	1,057,555	412,451	28.1%
Service / Other	38,484	25,066	13,418	34.9%	325,309	253,281	72,028	22.1%
Student	43,122	24,608	18,514	42.9%	361,894	166,630	195,264	54.0%
Total Education Fund	2,592,231	2,295,647	296,584	11.4%	22,936,211	20,865,015	2,071,196	9.0%
<b>Operations and Maintenance Fund</b>								
Management	46,767	43,897	2,870	6.1%	354,016	372,592	(18,576)	-5.2%
Clerical	6,160	2,750	3,410	55.4%	46,626	36,321	10,305	22.1%
Service / Other	283,676	186,510	97,166	34.3%	2,147,353	1,737,768	409,585	19.1%
Student	867	-	867	100.0%	6,560	2,583	3,977	60.6%
Total O & M Fund	337,470	233,158	104,313	30.9%	2,554,555	2,149,265	405,290	15.9%
<b>Ancillary Fund</b>								
Management	71,595	51,170	20,425	28.5%	605,095	541,565	63,530	10.5%
Clerical	26,450	22,849	3,601	13.6%	223,543	229,238	(5,695)	-2.5%
Service / Other	62,995	53,454	9,541	15.1%	532,413	511,503	20,910	3.9%
Student	342	-	342	N/A	2,890	1,020	1,870	N/A
Total PBC Ancillary Fund	161,382	127,472	33,910	21.0%	1,363,941	1,283,326	80,615	5.9%
<b>Total Expenditures</b>	<b>\$ 3,091,083</b>	<b>\$ 2,656,277</b>	<b>\$ 434,806</b>	<b>14.1%</b>	<b>\$ 26,854,707</b>	<b>\$ 24,297,606</b>	<b>\$ 2,557,101</b>	<b>9.5%</b>

## Employee Health Benefits

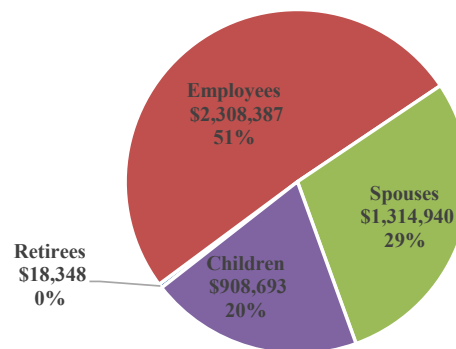
FY 2022 March YTD Summary

	Budget	Actual	Year End Projection (Annualized)	Variance to Budget
<b>Claim Costs</b>				
Medical	\$ 6,085,945	\$ 4,532,019	\$ 5,909,359	\$ 176,586
Stop Loss Reimbursements (S/L)	-	(188,896)	(188,896)	188,896
Sub Total	6,085,945	4,343,124	5,720,463	365,482
Dental	355,840	240,709	320,945	34,895
Vision	68,352	52,354	78,531	(10,179)
Paid Prescriptions (Rx)	859,497	735,325	980,433	(120,936)
<b>Total Claim Costs</b>	7,369,634	5,371,511	7,100,373	269,261
<b>Fixed Costs</b>				
Stop loss premium	601,805	421,236	\$ 561,648	\$ 40,157
Third Party Administrator Fees	163,281	85,961	114,615	48,666
<b>GRAND TOTAL</b>	<b>\$ 8,134,720</b>	<b>\$ 5,878,708</b>	<b>\$ 7,776,635</b>	<b>\$ 358,085</b>
Total Covered Member Counts	1,083	1,048	1,048	35
Total Covered Active Employee Count	444	423	423	21
Employee group medical benefits reserve	\$ 687,500	\$ 1,112,805		

FY 2022 YTD Claim Activity  
by Type of Claim



FY 2022 YTD Medical Claim Activity  
by Group



**Notes:**

- Claim activity is provided by Consociate

# Treasurer's Report

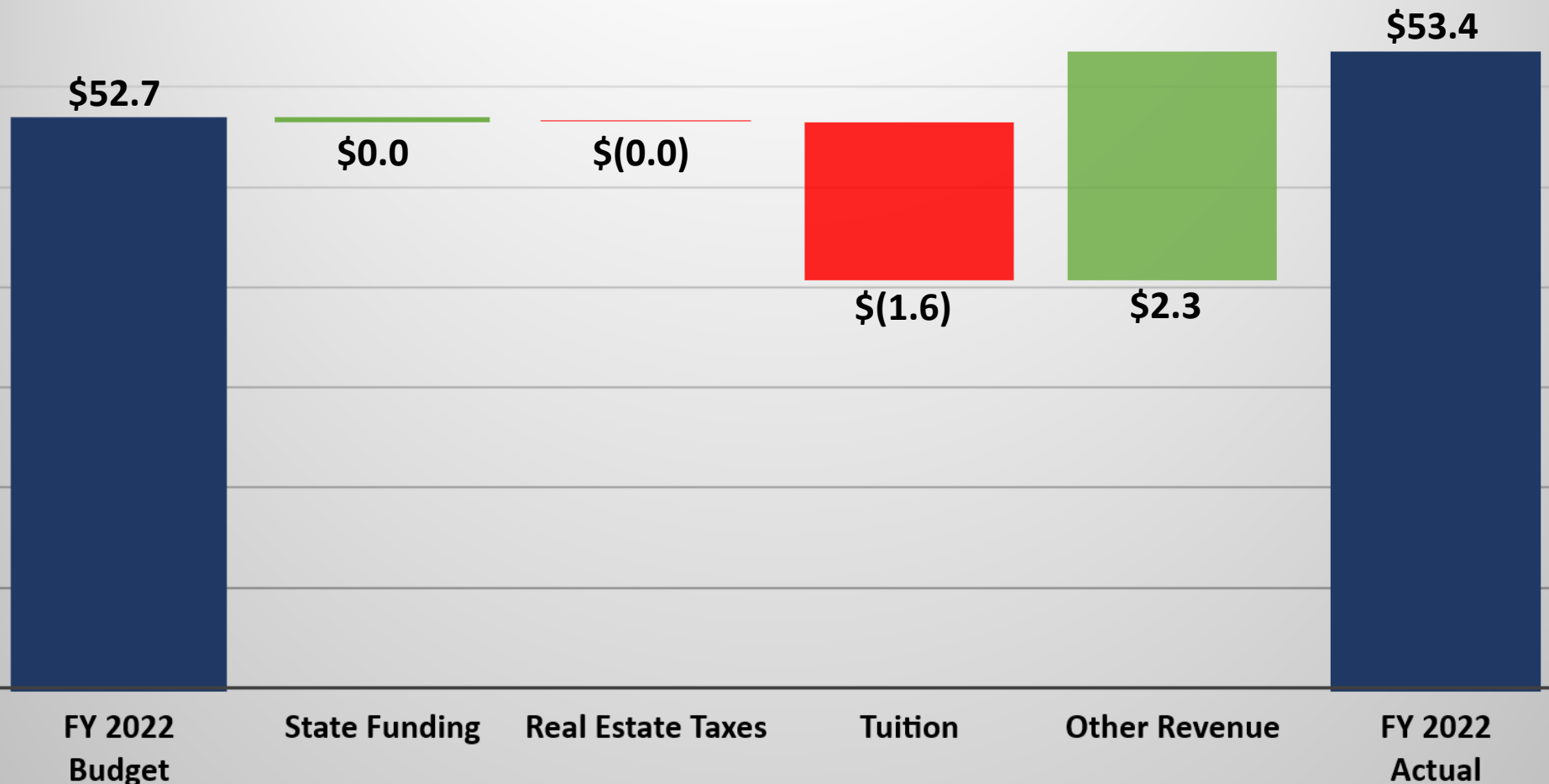
Bruce Budde  
April 21, 2022



**Illinois Central College District 514**  
**Fiscal Year to Date Operating Summary**  
**For the Period Ended March 31, 2022**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Variance %</b>
Revenues	\$ 52,666,826	\$ 53,360,691	\$ 693,865	1.3%
Expenditures	43,435,938	38,161,943	5,273,995	12.1%
Excess of revenue over expenditures	9,230,888	15,198,749	5,967,861	64.7%

**Actual Revenue Variances  
As of March 31, 2022  
(In Millions)**



# Actual Expenditure Variances As of March 31, 2022 (In Millions)

\$43.4

\$2.6

\$0.9

\$0.5

\$0.6

\$0.7

\$38.2

FY 2022  
Budget

Salaries

Benefits

Contractual

M & S

Other

FY 2022  
Actual

*the*  
SMART CHOICE





**BOARD BILLS PRESENTED FOR PAYMENT  
FUND SUMMARY**

**Business Unit:** ICCOL  
**Payment Dates - From** 01.MAR.2022 **to** 31.MAR.2022

<u>Description of Fund</u>	<u>Amount</u>
Education Fund	3,201,852.06
Operations and Maintenance Fd	578,808.26
Oper and Maint Fund (Restrict)	114,778.43
Auxiliary Fund	578,077.56
Restricted Fund	913,724.31
Audit Fund	13,407.89
Liab,Protect and Settlement Fd	313,112.20
<b>TOTAL FOR ALL FUNDS:</b>	<b>\$5,713,760.71</b>

End of Report

**ILLINOIS CENTRAL COLLEGE  
CONFERENCE / MEETING EXPENSES  
PAYMENT DATES 3/1/2022 - 3/31/2022**

<b>Name and Department</b>	<b>Invoice Description</b>	<b>Detail Amount</b>
<b>ALBERTSEN, RONNIE ALAN</b>		
Caterpillar Service Training	REIM.MILGE.INTRNSHP.VST.3/4/22	8.78
		<b>8.78</b>
<b>ARMSTRONG, KIM</b>		
Marketing	LE BAKERY-MAA DIVISION MTG (15)	40.15
	AIRFARE-NCMPR CONF (2)	368.59
	NCMPR CONF REG (2)	823.00
	HTL-NCMPR CONF 3/22/22 (1)	224.37
	HTL-NCMPR CONF 3/23/22 (1)	252.56
		<b>1,708.67</b>
<b>ARREGUIN, SANDY</b>		
Upward Bound 9/1/21-8/31/22	POTBELLY-GROUP WKSHP (26)	282.18
	PIZZA HUT-SENIOR WKSHP (6)	89.95
		<b>372.13</b>
<b>ASBURY, BRYAN</b>		
Music	VJE SYMPHONY TICKETS 2/20/22 (11)	290.00
		<b>290.00</b>
<b>BABCOCK, ED</b>		
Finance	REIM.MILGE.3/2/22	18.14
	HTL-ICCCFO CONF 4/20/22 (2)	188.08
		<b>206.22</b>
<b>BRAUN, THOMAS</b>		
Grounds Maintenance	PAPA JOHNS-SNOW CALL MEAL 2/17/22	144.77
		<b>144.77</b>
<b>BREVARD PRODUCTIONS</b>		
Women's Softball	HOTEL-TEAM TRAVEL 3/12/22 (1)	159.00
		<b>159.00</b>
<b>BROWN, CORINNE</b>		
Agricultural & Industrial Tech	ILCA CONF REG 3/1/22	125.00
Horticulture Activities	AIRFARE-TEAM TRAVEL 3/15-3/19/22 (6)	3,463.20
		<b>3,588.20</b>
<b>BRYANT, KERRY</b>		
Grounds Maintenance	PAPA JOHNS-SNOW CALL MEAL 2/17/22	61.07
		<b>61.07</b>
<b>BULITTA, PATRICIA SUE</b>		
Board Of Trustees	LIMO SERVICE-ACCT CONF 2/5/22 (2)	141.80
	CONFECTIONERY-BOARD RETREAT 2/8/22 (16)	15.95
	BEVERAGES-BOARD RETREAT 2/25/22 (16)	50.55
VP For Administration & Finan	EGGS/ISSUES 3/4/22 (1)	20.00
		<b>228.30</b>

<b>COOK, DAVID L</b>		
<b>Caterpillar Service Training</b>	REIM.MILGE.HTL.3/6-3/9/22	1,184.92
		<b>1,184.92</b>
<b>DANIELS, TOD</b>		
<b>TRIO SSS 9/1/21-8/31/22</b>	CHICAGO SYMPHONY TICKET 2/20/22 (1)	35.00
	IL TRIO REG-VIRTUAL 2/26/22 (5)	231.75
		<b>266.75</b>
<b>DOTY, HEATHER</b>		
<b>Women's Softball</b>	ADV.MEALS.NORMAL.4/7/22	280.00
	ADV.MEALS.RCKFRD.4/2/22	600.00
	ADV.MEALS.SPRNGFLD.3/31/22	440.00
	ADV.MEALS.DANVILLE.3/29/22	440.00
	ADV.MEALS.CHAMPAIGN.3/23/22	440.00
	ADV.MEALS.KANKAKEE.3/27/22	440.00
	ADV.MEALS.FLRDA.3/12-3/17/22	2,880.00
	DAYS INN-TEAM TRAVEL 2/16-2/17 (21)	634.20
	FIREHOUSE SUBS-TEAM MEAL 2/18/22 (20)	154.98
	DOMINOS-TEAM MEAL 2/19/22 (20)	228.59
	FOOSACKLY-TEAM MEAL 2/19/20 (20)	114.98
	SONIC-TEAM MEAL 2/20/22 (8)	68.84
		<b>6,721.59</b>
<b>FANDEL, PETER</b>		
<b>Agricultural &amp; Industrial Tech</b>	TAXI-MENTOR CONNECT CONF 2/8/22	41.40
	HTL-MENTOR CONNECT CONF 2/8-2/11/22 (1)	592.14
	AIT PROF DEV EVENT	9.37
		<b>642.91</b>
<b>FENGEL, BRIAN</b>		
<b>POLICE TRAINING</b>	MISSION BBQ-LOCAL BOARD MTG 3/3/22 (25)	350.75
		<b>350.75</b>
<b>FINLEY, BRAD</b>		
<b>Peoplesoft Projects</b>	ALLIANCE 2022 REG (2)	1,598.00
		<b>1,598.00</b>
<b>FORTIER, TODD</b>		
<b>PERKINS GRANT</b>	ICAIA CONF REG (2)	184.80
<b>Agricultural &amp; Industrial Tech</b>	VISION HI-TECH REG 3/2-3/6/22 (2)	1,450.00
	FUEL-VISION HI-TECH EXPO 3/2/22	26.75
<b>Automotive Technology</b>	NAT'L TRUCK CONF REG	49.00
		<b>1,710.55</b>
<b>GREBNER, GRANT</b>		
<b>Agricultural &amp; Industrial Tech</b>	AIT PROF DEV EVENT	57.95
		<b>57.95</b>
<b>GROVE, HEATHER</b>		
<b>POLICE TRAINING</b>	REIM.RFRSHMNTS.CITT.3/14-3/25	94.60
		<b>94.60</b>
<b>HAINES, JENNIFER</b>		
<b>Health Careers</b>	REIM.AOTA.CONF.REG.3/29-3/30	125.00
		<b>125.00</b>
<b>HARDIMON, SHELLIE</b>		
<b>TRIO SSS 9/1/21-8/31/22</b>	ADV.TRVL.EXP.ATL.NSHVL.3/14-17	2,557.00
		<b>2,557.00</b>

<b>HOLLOWAY, RAENA</b>		
Board Of Trustees	REIM.MILGE.CHK.BAG.2/5-2/10/22	49.77
		<b>49.77</b>
<b>HOWELL, JILL</b>		
Student Organizations	REIM.FUEL.EXP.BASS.FSH.2/24/22	158.05
		<b>158.05</b>
<b>ICCTA</b>		
Board Of Trustees	ICCTA LUNCH 3/11/22 (3)	150.00
		<b>150.00</b>
<b>ILLINOIS ALLIANCE OF CONCURRENT ENROLL</b>		
College & Career Readiness	REG.DUAL.CRDT.SUMMIT.4/29/22	90.00
		<b>90.00</b>
<b>ILLINOIS COMM COLLEGE JOURNALISM ASSOC</b>		
Harbinger	REG.SPRING.CONF.2022.4/8/22	120.00
		<b>120.00</b>
<b>IMM, TREVOR</b>		
GM ASEP	PARKING-AUTO SHOW	25.00
	TICKETS-AUTO SHOW 2/15/22 (9)	135.00
		<b>160.00</b>
<b>KELLEY, BRETT</b>		
Men's Baseball	ADV.MEALS.SWIC.3/15/22	640.00
	ADV.MEALS.CARTERVILLE.3/9/22	1,920.00
	ADV.MEALS.GLSBRG.3/12/22	640.00
	ADV.MEALS.MATTOON.3/26/22	640.00
	ADV.MEALS.NORMAL.4/2/22	640.00
	ADV.MEALS.CDR.RPDS.4/5/22	960.00
	ADV.MEALS.ST.CHARLES.3/29/22	960.00
	ADV.MEALS.CHMPGN.3/18/22	640.00
		<b>7,040.00</b>
<b>KING, DANA</b>		
Agricultural & Industrial Tech	HTL-MENTOR CONNECT CONF 2/8-2/11/22 (1)	592.14
	BAG FEE-MENTOR CONNECT 2/7-2/10/22	60.00
	CAB-MENTOR CONNECT CONF 2/8/22	45.00
	MEAL-MENTOR CONNECT CONF 2/8/22	26.45
	LYFT-MENTOR CONNECT CONF 2/11/22	51.19
		<b>774.78</b>
<b>LEHMAN, BLAKE</b>		
AG & Livestock Team	TEAM CONTEST REG	160.00
	AIRFARE-TEAM TRAVEL 3/15-3/19/22 (9)	1,466.55
	HTL-TEAM TRAVEL 2/11-2/13/22 (15)	961.20
	TEAM MEAL 2/14/22 (15)	270.58
		<b>2,858.33</b>
<b>LYNCH, MARTIN</b>		
Performing Arts Center	AVANTI'S-AUDITION FOOD 2/15/22 (20)	61.72
		<b>61.72</b>
<b>MATTHEWS, MARK</b>		
Caterpillar Service Training	REIM.MILGE.TOLLS.2/25/22	224.32
		<b>224.32</b>
<b>MEYERS, TODD</b>		
Performing Arts Center	SWEAT MEETING (10)	16.43
		<b>16.43</b>

**NATIONAL ASSOCIATION OF COLLEGE STORES**

<b>Bookstore</b>	CAMEX 2022 CONF REG-VIRTUAL (3)	300.00
		<b>300.00</b>
<b>NELSON, JENNIFER EILEEN</b>		
<b>Testing</b>	REIM.MILGE.MEAL.1/25-2/28/22	115.37
		<b>115.37</b>
<b>PEORIA CHARTER COACH</b>		
<b>Women's Softball</b>	TEAM TRAVEL, GULF SHORES 2/16-2/21/22	10,010.00
<b>Men's Baseball</b>	TEAM TRAVEL, BELLEVILLE 3/15-3/17/22	1,363.00
	TEAM TRAVEL, CARTERVILLE 3/9-3/10/22	2,602.00
		<b>13,975.00</b>
<b>QUIRK-BAILEY, SHEILA</b>		
<b>Board Of Trustees</b>	HTL-ACCT CONF 2/5-2/10/22 (1)	1,833.45
	HTL-ACCT CONF 2/5-2/11/22 (1)	2,200.14
	MEAL-ACCT CONF 2/5/22 (2)	29.58
	MEAL-ACCT CONF 2/8/22 (2)	257.97 *
	MEAL-ACCT CONF 2/10/22 (3)	28.71
	BAG FEE-ACCT CONF 2/10/22	30.00
	MEAL-ACCT CONF 2/10/22 (2)	10.84
	MEAL-ACCT CONF 2/5-2/10/22 (3)	121.99 *
<b>President's Office</b>	MEAL-ACCT CONF 2/8/22 (1)	128.97 *
	MEAL-ACCT CONF 2/10/22 (2)	10.84
	MEAL-ACCT CONF 2/5/22 (2)	29.59
	HTL-ACCT CONF 2/5-2/6/22 (1)	195.47
	MEAL-ACCT CONF 2/5-2/6/22 (1)	29.20
	HTL-ACCT CONF 2/6-2/10/22 (1)	1,466.76
	MEAL-ACCT CONF 2/6-2/10/22 (5)	203.94 *
	MEAL-ACCT CONF 2/6/22 (1)	24.80
	MEAL-ACCT CONF 2/9/22 (1)	29.78
	JONAHS- REG WKFC ALLIANCE 2/24/22 (3)	68.31
		<b>6,700.34</b>
<b>REDEKER, KARRISA</b>		
<b>Women's Basketball</b>	ADV.MEALS.NTLS.3/13-3/20/22	3,864.00
	HTL-REGION TOURNEY 3/4-3/5/22 (18)	1,481.21
		<b>5,345.21</b>
<b>RYAN JR, ROBERT</b>		
<b>Men's Golf</b>	ADV.MEALS.CAPE.GRD.MO.4/1/22	210.00
	ADV.MEALS.AMES.IA.4/8/22	252.00
	ADV.MEALS.BLMNGTN.3/29-3/30/22	420.00
		<b>882.00</b>
<b>SAN JOSE, RODNEY</b>		
<b>Admissions</b>	IACAC CONF REG 4/27/29 (4)	900.00
	PIZZA 150-HS VISIT LUNCH 2/16/22 (2)	47.83 *
		<b>947.83</b>
<b>SCHIMMEL, KARI ANN</b>		
<b>Planning and Org. Effect.</b>	SUITE FIRE-ATD COACHES MEAL 2/10/22 (4)	90.00
		<b>90.00</b>
<b>SCOTT, WILLIAM</b>		
<b>ADULT ED - FEDERAL</b>	REIM.TRVL.EXP.ITBE.2/25-2/26	565.71
		<b>565.71</b>



<b>SEMELROTH, SHARON</b>		
<b>PERKINS GRANT</b>	REIM.TRVL.EXP.FLRDA.2/16-2/19	1,776.16
		<b>1,776.16</b>
<b>SPENGLER, JENNIFER</b>		
<b>Student Organizations</b>	REIM.PTK.CONF.REG.4/28/22	560.00
		<b>560.00</b>
<b>SWAIM, CHARLES</b>		
<b>Office of Academic Affairs</b>	CHRONICLE ROUNDTABLE REG (1)	79.00
		<b>79.00</b>
<b>SWAN, JEAN</b>		
<b>POLICE TRAINING</b>	REIM.FOOD.BOARD.MTG.3/3/22	15.56
	REIM.MILGE.IJOA.MTG.3/11/22	163.80
		<b>179.36</b>
<b>TATHAM, APRIL A</b>		
<b>Radiological Technology</b>	REIM.MEAL.CLNCL.PRCPTR.1/25/22	63.20
		<b>63.20</b>
<b>THETFORD, GALE</b>		
<b>Board Of Trustees</b>	REIM.TRVL.EXP.ACCT.2/5-2/10/22	1,028.88
		<b>1,028.88</b>
<b>THOMPSON, KAYLA</b>		
<b>Marketing</b>	REIM.MEAL.WEI.VIDEO.3/7/22	41.92
		<b>41.92</b>
<b>VANDALIA BUS LINES</b>		
<b>Men's Baseball</b>	TEAM TRAVEL, CARTERVILLE 3/4-3/6/22	4,790.00
		<b>4,790.00</b>
<b>WYSINGER, ANTHONY</b>		
<b>Men's Basketball</b>	ADV.MEALS.SPRNGFLD.3/5-3/6/22	480.00
	CASEY'S-TEAM SNACKS 3/2/22 (20)	99.95
		<b>579.95</b>
<b>YOUNG, JOLONDA</b>		
<b>TRIO Talnt Srch 9/1/21-8/31/22</b>	REIM.MILGE.11/4/21-12/4/21	58.24
	REIM.MILGE.9/1/21-11/3/21	128.80
		<b>187.04</b>
<b>Grand Total</b>		<b>\$ 71,987.53</b>

*\*Expenditure amount exceeds GSA per diem rates. Expenditure was determined to be reasonable, appropriate and allowable. The expenditure was reimbursed at the actual amount.*

*Note: This does not include any internal charges for vehicle chargeback or Canteen cafeteria charges.*

## ILLINOIS CENTRAL COLLEGE

## INFORMATIONAL ITEM

<b>SUBJECT:</b>	FY 2022 Institutional Operational Plan – Third Quarterly Update
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<b>ACTION:</b>	
	Review for formal recommendation to the full Board of Trustees at the next regular Board meeting.
	Background material for future Board of Trustees action.
X	Update information/status report. For informational purposes only.

**SUMMARY:**

The purpose of this informational item is to update Trustees on the progress-to-date toward meeting the goals of the College's FY 2022 Institutional Operational Plan (IOP). Trustees will recall similar updates on the College's quarterly progress throughout the four prior fiscal years. As in the sessions before, Trustees will be updated on the efforts underway within the plan's five planning priorities. The five priorities are Diversity, Equity, and Inclusion; Employee Engagement and Support; Institutional Sustainability; Stakeholder Responsiveness; and Student Success.

The FY 2022 IOP contains targets for 13 distinct objectives aligned to the five priorities. For each of these objectives, the College's Cabinet Sponsors describe their progress-to-date in one of four ways:

- Complete (2 objectives, 15.4%)
- In-progress and on-target (4 objectives, 30.8%)
- In-progress and not on-target (with revised targeted dates of completion) (4 objectives, 30.8%)
- At-risk (for completion within the current FY - includes explanatory notes) (3 objectives, 23.1%)

Trustees will be given an overview and provided detail on areas where objectives may be in-progress but not on target, typically a result of missed due dates.

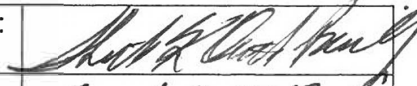
**FOUNDATIONAL COMMITMENTS SUPPORTED:**

X	Helping Students Learn
X	Managing Student and Stakeholder Needs
X	Valuing People
X	Knowledge Management and Resource Stewardship

**BACKGROUND INFORMATION:**

This is the third update on the College's FY2022 Institutional Operational Plan; the next update will take place in July 2022.

**RATIONALE:** Trustees will want updates on progress toward the College's main operational objectives and take the opportunity to ask questions of College leadership.

Prepared by:	David Cook	Approved by:	
Division:	Institutional Effectiveness	Date:	April 13, 2022

## FY22 Institutional Operational Plan: Third Quarter Update Summary and Detail

March 31, 2022 - Status of Objectives and Targets

The following table summarizes progress-to-date on the 13 objectives aligned to Illinois Central College's five FY 2022 planning priorities. Please see the Detail report for a fuller description of the actions supporting the plan's objectives.

	Completed	In-Progress and On-Target	In-Progress and Not On-Target	At-Risk/ Postponed
Diversity, Equity, and Inclusion (1 Objective)	0	1	0	0
Employee Engagement and Support (2 Objectives)	0	0	1	1
Institutional Sustainability (5 Objectives)	0	2	1	2
Stakeholder Responsiveness (4 Objectives)	2	1	1	0
Student Success (1 Objective)	0	0	1	0
13 Objectives Total	2	4	4	3
	15.4%	30.8%	30.8%	23.1%

The End-of-Year update on the FY 2022 Institutional Operational Plan objectives will be provided at the Trustees' July 2022 meeting.

## FY22 Institutional Operational Plan Objectives, Tasks, and Targets: Third Quarter Update

	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Diversity, Equity and Inclusion - 1 Objective	1	Implement equity-focused initiatives and programs targeting students of color, of low-income, and those residing in disproportionately impacted areas.	<b>Outcome 1: Delivered professional development programs that create individual competencies in diversity, inclusion and equity in our employees and our community.</b>	Arnitria Shaw	<b>In-progress and on-target</b>	
			a) Deliver two student training opportunities, one in each of the Fall and Spring semesters by June 1, 2022.		In-progress and on-target	Collaborated with ICC Campus Housing, faculty, and staff to host the Black Film Fest 2022 February 16th - March 9th at the ICC PAC. Partnered with the Peoria Area World Affairs Council to host guest speaker Shalonda Spencer on the topic of "Equity in Health Careers" for ICC the Health Careers students, faculty, and staff. Campus-wide dialogue discussion hosted to provide overview of findings from the most recent Peoria Racial Disparities Research and brochure.
			b) Deliver employee training by June 30, 2022.		In-progress and on-target	ICC will continue to host Racial Justice and Equity trainings and other programs for ICC employees over the course of the Spring 2022 semester.
			<b>Outcome 2: Met or exceeded all objectives in equity-focused educational and student support initiatives and programs:</b>		<b>In-progress and on-target</b>	
			<ul style="list-style-type: none"> <li>• Workforce Equity Initiative Program goals met by June 30, 2022.</li> <li>• TRIO Programs (Student Support Services, Upward Bound, Talent Search) goals met by June 30, 2022.</li> <li>• Early College participation among students of color, low-income students, and students from disproportionately impacted areas by June 30, 2022.</li> <li>• Adult Education grant goals met by June 30, 2022.</li> </ul>		In-progress and on-target	The college is on-track to meet or exceed all objectives. Targeted student recruitment plans are in place with Upward Bound and Talent Search to ensure student service targets are met as high school attendance has been negatively impacted by, and is recovering from, COVID-19.
Employee Engagement and Support - 2 Objectives	2	Design and implement an updated College communications strategy.	<b>Outcome 1: Refined the comprehensive internal communication program to provide information sharing and engagement among ICC employees.</b>	Kim Armstrong	<b>Complete</b>	
			a) Review and affirm the update schedule for college Standard Operating Procedures (SOPs) by July 31, 2021.	Melanie Fata		
			b) Define a college-wide employee communications framework by July 31, 2021.	Kari Schimmel	Complete	The schedule of Standard Operating Procedures (SOPs) has been created and is now under the management of the AVP of Institutional Effectiveness and Innovation.
			c) Schedule college SOP training for Strategic Forum meetings at 90-day intervals through the end of FY22.		Complete	A college-wide communication framework has been developed and engagements scheduled through the academic year. Dialogue sessions are occurring twice per month. Recordings and feedback mechanisms are shared weekly after each session, which have been well received to date.
			d) Regularly assess the effectiveness of the college-wide employee communications framework through the end of FY22.		Complete	Specific dates for SOP training have been established and scheduled for the Strategic Forum membership through FY22. Training topics are determined for these sessions on a month-by-month basis.
			<b>Outcome 2: Reviewed internal service and meeting standards to allow employees to effectively engage and participate regardless of modality or location.</b>		<b>At-Risk or Postponed</b>	
			a) Propose and publish an initial set of hybrid meeting standards for college committees by August 31, 2021.		In-progress and not on-target	At this time, the perception among Executive Cabinet members is that the current approach to conducting remote and in-person meetings enables all members of the ICC community - regardless of their campus location - to participate in and engage with their fellow employees. The sponsors of this Objective propose suspending this work for FY22.
			b) Obtain and analyze feedback and finalize hybrid committee meeting standards by December 31, 2021.		In-progress and not on-target	See above.
			c) Review divisional service standards for meetings to enable effective participation and engagement by February 28, 2022.		At-Risk or Postponed	See above.

	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Employee Engagement and Support - 2 Objectives	3	Implement and deliver a revised employee compensation structure.	<b>Outcome: Implemented a market-based staff compensation structure to improve employee satisfaction and retention.</b>	Melanie Fata	In-progress and not on-target	
			a) Develop and deliver a communication plan for the new staff compensation program by October 31, 2021.		Complete	The initial communication plan for the first phase was completed and the new \$15 minimum wage rate was incorporated into a revised pay table, as appropriate. The second phase of market-based adjustments is being rolled out in Q4 of the current fiscal year.
			b) Develop and deliver a manager training program for the new staff compensation program by December 31, 2021.		In-progress and not on-target	Progress on the wage and compensation program continues. From now through Q4 (June 30, 2022), Human Resources will be working on updates to the wage table to reduce the number of salary grades tied to commonly used titles (e.g., Administrative Assistant, Coordinators, Managers). HR will communicate and explain the new wage table prior to implementation to any impacted employees and their managers. In FY23, HR will continue to work with VPs and managers to identify positions that need to be reviewed for possible re-classification and/or pay grade, market, or equity adjustments.
			c) Create SOPs for: 1) compensation review for existing staff positions; 2) compensation review for new staff positions; and 3) periodic updates to salary ranges based on cost-of-living and market data by June 30, 2022.		In-progress and on-target	As noted in the Q2 update procedures are being updated as a part of the project planning process and will be completed as a part of the 2nd phase of the implementation plan, with particular attention to the Pay Adjustment SOP.
			d) Develop the SOP for the entire faculty workload program – from faculty load assignment through payment – by June 30, 2022 (Phase I).		In-progress and on-target	The faculty workload group, consisting of representatives from the academic areas, Technology Services, and Human Resources, met in Q3 to explore next steps for streamlining the faculty workload process to ensure accurate and timely payments for faculty workload. Meetings and business process mapping will continue in Q4 with representatives from the faculty workload team in the interest of creating a satisfactory business process that will not require any system changes, as we are preparing for a new ERP.
Institutional Sustainability - 5 Objectives	4	Complete Shared Governance redesign.	<b>Outcome: Delivered recommendation to Cabinet on college governance redesign.</b>	Kari Schimmel	In-progress and not on-target	
			a) Review current committees and develop the process for requesting new committees to ensure alignment, productivity, charter establishment, and appropriate stakeholder representation by December 31, 2021.		In-progress and not on-target	This Objective is behind schedule but will be completed by the end of FY22 (June 30, 2022). As noted last quarter, a group of committee co-chairs has been documenting a standard process for charter creation and maintenance. Current committees have also been asked to review and update their current charters.
			b) Establish common standards and expectations of the system to ensure transparency and stakeholder voice by March 31, 2022.		In-progress and not on-target	A meeting of all committee co-chairs is scheduled for mid-April 2022 to establish common committee standards and expectations, and to determine the process for adding members and filling vacancies on committees.
			c) Finalize recommendation and communicate to College employees for the Fall 2022 term by April 30, 2022.		In-progress and not on-target	Final recommendations now are expected to be announced to the college community by June 30, 2022.
	5	Establish a Project and Change Management Office.	<b>Outcome: Created an organizational approach to guide and sustain institutional improvements and innovations.</b>	Kari Schimmel	At-Risk or Postponed	
			a) Recruit, train, and certify 15 new Change Management Practitioners (CMPs) by August 31, 2021.		Complete	Sixteen individuals completed the Prosci-led Certified Change Management Practitioner training on July 9, 2021.
			b) Hire and onboard Project and Change Management Office personnel by December 31, 2021.		At-Risk or Postponed	Given the decision to delay establishing the PCMO, this task will not be completed in FY22.
			c) Design and implement the process for recruiting, training, and certifying Project Managers (PMs) by April 30, 2022.		At-Risk or Postponed	Given the decision to delay establishing the PCMO, this task will not be completed in FY22.
			d) Integrate the Innovation Model (IDID) with Project and Change Management SOPs and produce training and reference materials by April 30, 2022.		In-progress and not on-target	Integration of the IDID model with the Project Management and Change Management SOPs is being coordinated by a small team of active, ICC Change Management Practitioners, since a formal PCM Office will not be established in FY22. The team expects the IDID model will be integrated with the SOPs currently being written, but that the training and reference materials will not be completed by the end of the current fiscal year.
			e) Enable 3-5 CMPs to complete Train-the-Trainer sessions by June 30, 2022.		In-progress and not on-target	This task will not be completed in FY22.
			f) Obtain Cabinet approval for Project Selection, Management, and Evaluation SOPs by June 30, 2022.		In-progress and on-target	Please see the notes for Task c) above. These SOPs are expected to be completed and approved by the end of the current fiscal year.

	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Institutional Sustainability - 5 Objectives	6	Finalize the College's 5-Year Technology Master Plan and integrate with college planning processes.	<b>Outcome: Completed a 5-Year Technology Master Plan.</b>	Bruce Budde	<b>In-progress and on-target</b>	
			a) Complete onboarding the new Chief Information Officer (CIO) by July 31, 2021.	Al Butler	Complete	
			b) Initiate a cross-functional team/committee to develop a five-year Technology Master Plan to be completed by October 31, 2021.		Complete	Executive Cabinet will review the draft of the Technology Master Plan during Q3 of the of the current fiscal year. The document will be shared more broadly for input and integrated into the annual budgeting/planning process, as appropriate.
			c) Complete activities for establishing the College's 5-Year Technology Master Plan, including integration with college planning processes, by May 31, 2022.		In-progress and on-target	Key elements of the Technology Master Plan draft have been shared among Technology Services leadership to inform the FY23 planning and budgeting cycle.
			d) Investigate and document the institutional requirements, develop the implementation timeline, and issue the RFP for the college's Enterprise Resource Planning (ERP) platform by June 30, 2022.		At-Risk or Postponed	The RFP development timeline has been created and shared with the college community, and the college's ERP Modernization engagement with Huron Consulting began in Q3. Huron has completed and shared with the ERP Steering Committee its initial summary of findings from several dozen stakeholder interviews as well as the results from its Organizational Readiness Survey. Huron will soon begin working with ICC on a thorough business process review of its current, Peoplesoft-based, transactional processes. As noted in last quarter's update, the RFP process will extend over the course of the 2022 calendar year and the RFP itself will be issued by December 31, 2022.
	7	Investigate, design, and implement financial sustainability strategies to address systemic fiscal challenges.	<b>Outcome 1: Developed a recommendation to Cabinet for awarding specific scholarships and tuition waivers for implementation in Fall 2023.</b>	Bruce Budde	<b>At-Risk or Postponed</b>	
			a) Meet with current stakeholders to assess waiver process and offerings by September 30, 2021.	Stephanie Holmes		
			b) Survey peer institutions to evaluate and benchmark waiver offerings by December 31, 2021.	Bruce Budde	Complete	Historical scholarship data (amounts and numbers of students served) were collected and summarized. A project charter was drafted and the team members recruited.
			c) Present initial findings to Cabinet by February 28, 2022.	Chuck Swaim	At-Risk or Postponed	Though the project plan has been developed, and some baseline information gathered, the project is not progressing on schedule, due in large part to new and continuing employment vacancies in the college's Educational Foundation. This will impact the timing of implementation and the Objective's sponsors recommend deferring action on this first outcome until FY23.
			d) Present draft plan to Finance to analyze institutional financial impact by April 30, 2022.		At-Risk or Postponed	Please see above.
			<b>Outcome 2: Implemented an institutional approach to applying differential tuition to specific programs for the Fall of 2022.</b>		Complete	
			a) Re-engage with Program Coordinators and faculty regarding differential tuition strategy and measures by November 30, 2021.		Complete	A steering committee was formed to determine project phasing and an approach to implementation, and to identify the specific programs impacted in the first year. A dialogue session was held to field questions from the College at large. Immediately following Board approval in March 2022, several meetings we held and a communication plan developed.
			b) Finalize the SOP for determining applicable programs by December 31, 2021.		Complete	The process and standards have been developed and reviewed and shared with the Trustees at the February 2022 Board Retreat. Action was taken in March to move forward with phase 1 to include the Nursing and Dental Hygiene programs. A communications plan and supporting materials were developed and meetings with impacted groups conducted. Additional analyses will determine programs to be included in the next phase of what is now being termed the "Variable Tuition" program. Furthermore, analysis of the enrollment and financial impact from the first phase will be conducted to ensure no adverse impact on enrollment or program quality.
			c) Develop the communications plan by January 31, 2022.		Complete	The communication plan for phase 1 is substantially complete and the plan for the second phase will be developed as programs are identified for the following year rollout.

	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Institutional Sustainability - 5 Objectives	8	Complete the review and updates to the Board Policy Manual.	<b>Outcome: Completed updates to the entire Board Policy Manual.</b>	Dr. Quirk-Bailey	<b>In-progress and on-target</b>	
			a) Complete remaining legal, stakeholder, and Board committee reviews by June 30, 2022.	Jill Wright	Complete	To date, all policies have been reviewed.
			b) Present approved committee updates to Board via first and second Board readings through June 30, 2022.		In-progress and on-target	To date, additional Board policies are progressing as scheduled.
			c) Update policy manual based on approved Board updates by June 30, 2022.		In-progress and on-target	The ICC Board Secretary updates the policy manual on a regularly scheduled basis and notifies the Executive Cabinet when corresponding SOPs require updating.
			d) Draft associated SOPs necessary to align institutional documentation to reflect current BOT policy by June 30, 2022.		In-progress and on-target	The ICC Employee Handbook has been updated with new policies, and members of the Executive Cabinet continue to draft corresponding SOPs.
Stakeholder Responsiveness - 4 Objectives	9	Advance the key implementation steps for the Student-Centered Scheduling Project.	<b>Outcome: Delivered an improved schedule development and publication process that reflects student needs and preferences.</b>	Chuck Swaim	<b>Complete</b>	
			a) Survey currently enrolled students for course modality and scheduling preferences by September 15, 2021.	Jill Wright		
			b) Analyze past Fall enrollment and course success rates by key, course-related characteristics by September 15, 2021.	Bill Hebert	Complete	A follow-up survey was completed with more 435 students participating, making this statistically relevant. The results provided clear support for the strategies and scheduling redesign underway for Fall 2022 and beyond.
			c) Refine the course modality mix for Spring 2022 and establish enrollment and fill rate targets for departments, locations, and programs by October 15, 2021.		Complete	This work was done in preparation for the Fall 2022 schedule. To take this a step further, metrics for measuring the Fall 2022 effectiveness are being designed in preparation for next year's analysis.
			d) Map integration of Student and Academic Services with the revised approach to scheduling and document in an SOP by December 31, 2021.		Complete	Course modality mix for Spring 2022 has been completed with all academic departments having established fill rate targets. The overall Spring 2022 fill rate target is 80%.
			e) Refine the course modality mix and establish enrollment and fill rate targets for Summer 2022 and Fall 2022 by January 31, 2022.		Complete	The SOP has been completed and has undergone review and approval.
	10	Deploy ICC's website redesign.	<b>Outcome: Redesigned ICC's web presence to provide students and stakeholders information needed to engage, apply, and enroll.</b>	Kim Armstrong	<b>In-progress and not on-target</b>	
			a) Complete all website redesign and development steps by April 30, 2022.		In-progress and not on-target	All web site redesign and development work will be completed by end-of-June 2022. It can be anticipated that work to update and correct content, as needed, will continue into FY23.
			* Apr - May 2021 - Discovery research * Jun - Jul 2021 - Design and templates * Jun - Aug 2021 - Architecture, content strategy * Sep - Nov 2021 - Content writing, content training, content tools * Nov 2021 - Feb 2022 - Accessibility, site build, migration, training			
			b) Investigate the need and document requirements for a digital communication asset management tool by June 30, 2022.		In-progress and on-target	Marketing and the web team have investigated several solutions. At this time, there is no recommendation for a single communication asset tool. There are several tools that have been identified for asset creation and storage. These tools will be reviewed as the new website and processes are implemented over the next year.



	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Stakeholder Responsiveness - 4 Objectives	11	Investigate, design, and implement enhanced instructional technology tools.	<b>Outcome: Updated instructional technology tools to advance student access.</b>	Chuck Swaim	In-progress and not on-target	
			a) Design, implement, and deliver standards for technology requirements and classroom design by December 31, 2021.	Jill Wright	At-Risk or Postponed	At this time the Objective sponsors expect this work will need to carry over into the next academic year since piloting efforts have continued into this Spring semester and the Technology Maser Plan is also in-progress.
			b) If a second, Spring 2022 pilot study is needed and approved, expand Zoom/HyFlex training to additional ICC faculty members by December 31, 2021.	Bruce Budde	In-progress and on-target	Recall that the original "HyFlex" concept had been abandoned, but that the OWL pilot project was extended into the current Spring semester and is yielding valuable perspectives and outcomes that will inform our future direction. We believe that this work will inform our future ed tech standards and expectations for students, as well as helping to define hybrid class delivery methods.
			c) Complete the Fall 2021 faculty pilot and evaluation of HyFlex by February 28, 2022.		Complete	Please see above.
			d) Finalize the design and implementation strategy for delivering an improved online test proctoring process and/or solution by April 30, 2022.		In-progress and on-target	The evaluation of Honorlock is now moving into the procurement phase. The pilot remains on-target for completion in Spring 2022 in preparation for deployment in Summer 2022 and beyond.
			e) Complete the implementation of the college's new Learning Management System (LMS) by June 30, 2022.		In-progress and on-target	The Teaching and Learning Center continues to deploy weekly training, work with departments on specialized faculty/course needs, and offer sessions needed to fully implement Canvas. This semester over 300 courses are being deployed in Canvas and over 75 faculty are using Canvas for the Spring 2022 semester.
	12	Design and implement FY22 Business Service reviews.	<b>Outcome: Determined students' needs and preferences and recommended a course of action for reducing barriers for students with children under age 12.</b>	Bruce Budde	Complete	
			a) Design and implement an enhanced childcare referral process with Childcare Connection by July 31, 2021.		Complete	An enhanced referral services contract took effect on July 1, 2021. Four families have utilized the enhanced referral service through Q1 (Jul.-Aug.). The College is planning to meet with Childcare Connection (CCC) to discuss options for broader outreach to connect students to referral services and to increase participation.
			b) Re-open the current ICC childcare facility to student and staff by August 2, 2021.		Complete	The childcare center officially opened on August 2, 2021. Current enrollment is 28 children with a breakdown as follows: • 13 children of students (10 full-time, 3 drop-in) • 10 children of faculty & staff (8 full-time, 2, drop-in) • 5 public children
			c) Design, implement, and deliver a childcare voucher system to be phased in during Fall 2021 and completed for Spring 2022 by October 31, 2021.		Complete	The voucher program was approved with funding up to \$100/credit hour per semester with a maximum of \$1,000 each semester. Twenty-seven students applied to the voucher program as of October 6, 2021. The College reached out to all of these students to discuss their next steps, depending on where they are in the process of securing childcare.
			d) Leverage Fall student assistance survey to design and implement the intake process and data management approach for student childcare needs by October 31, 2021.		Complete	Based on the Fall 2020 survey, 42 students indicated they needed childcare assistance and the College reached out to all of them. Initial outreach led to interactions with 8 of the 42 students. A second outreach attempt was made to the remaining 34 students. A new student services-childcare support employee has been hired and began work in October 2021.
			e) Present updated childcare recommendations to ICC's Board of Trustees by February 28, 2022.		Complete	Project was completed on time and on-going reports are being shared with the Board on a monthly basis. A summary report was provided in February with the recommendation to continue the analysis into the next fiscal year in light of the conditions created by the Pandemic.



	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Student Success - 1 Objective	13	Implement strategic planning innovation teams' strategies to enhance student success.	<b>Outcome 1: Expanded use of multiple measures for academic placement and imported electronic high school transcript data.</b>	Chuck Swaim	In-progress and not on-target	
			a) Provide additional training/reinforcement on placement practices to advisors by September 30, 2021.	Bill Hebert	Complete	Additional/supplemental information sharing took place throughout August and September 2021. Team members remain available for consultation, as needed.
			b) Work with Accountability & Data Team after each semester to analyze success data by February 28, 2022 (for Fall 2021) and June 30, 2022 (for Spring 2022).	Chuck Swaim	In-progress and on-target	Fall 2021 data was obtained, analyzed, shared with the CCR Team and presented to the Champion Team.
			c) Develop plan for reducing Accuplacer testing in the district high schools by March 31, 2022.	Kari Schimmel	In-progress and not on-target	With the departure of ICC's Coordinator of Testing Administration, the CCR Team was unable to develop a plan. More discussion is needed, and a meeting has been scheduled with ICC's Assistant Coordinator of Testing Administration.
			d) Work with the website development team to ensure the website clearly describes the new GPA placement approach as the preferred method by March 31, 2022.	Melanie Fata	In-progress and not on-target	Launch of the new website has been delayed, but the CCR Team has developed updated language for the website and is working with the website team to ensure information is accurate when the new site launches.
			<b>Outcome 2: Completed Phase I and Initiated Phase II of the Advising Redesign implementation.</b>	Jill Wright	In-progress and not on-target	
			a) Assign all credential-seeking students to a primary Student Success Advisor (SSA) in PeopleSoft by September 30, 2021.		Complete	Fall students were assigned to a primary SSA by the end of the Fall term. 92% of Spring 2022 students had been assigned to a primary SSA as of December 22, 2021.
			b) Train all advising staff on the basics of the HighPoint Degree Planner by September 30, 2021.		Complete	As of December 2021, all advising staff have received initial training on the HighPoint Degree Planner module.
			c) Train all advising staff on the basics of the Advisee Relationship Management module by October 31, 2021.		In-progress and not on-target	Due to unforeseen delays, the Advisee Relationship Management module will not go live until late April. Training has been scheduled for April 11.
			d) Document and submit to Champion Team recommendations for implementing a faculty mentor program by November 30, 2021.		Complete	The Completion Team submitted an implementation plan to the Champion Team on March 9 and was approved to move forward.
			e) Identify SSAs to be trained to deliver InsideTrack Foundational Coach Training or serve as Coach Observers by December 31, 2021.		Complete	Three SSAs have been identified for train-the-trainer coaching and two have been identified to be certified as observers.
			f) If approved by Champion Team, oversee the faculty mentor program pilot in Spring 2022 (launch in January 2022; review outcomes and determine whether to scale by May 31, 2022).		At-Risk or Postponed	The faculty mentor pilot has received approval and will take place in Fall 2022. The Completion Team expects to identify faculty mentors in April-July and will deliver training in August.
			<b>Outcome 3: Implemented curriculum sequences for part-time students and updated sequences for full-time students in selected programs.</b>		In-progress and not on-target	
			a) Investigate PeopleSoft and HighPoint systems that may affect project design by August 31, 2021.		Complete	The Curriculum Alignment Team has completed its preparation of the path plans/sequences for Associate in Applied Science and Certificate programs.
			b) Meet with faculty stakeholders to review full-time sequences and course prerequisites by September 30, 2021.		In-progress and not on-target	The team has met with 42 individual faculty members and completed review of 92 programs. An additional 17 programs will be reviewed by the end of the Spring 2022 term and the final 39 will be reviewed in May-June following.
			c) Collect feedback and recommendations about part-time sequencing from both Lead Success Advisors and Program Faculty by September 30, 2021.		In-progress and not on-target	Lead SSAs have participated in the faculty meetings described above and will test each program path plan in Degree Planner before they are made available to students. Testing of the first 54 programs is nearly complete and these path plans will be published to students when ARM goes live in late April 2022.
			d) Roll out updated full-time sequences and approved part-time sequences for a minimum of six programs by December 31, 2021.		Complete	Thirty-five program path plans have been approved for Degree Planner. One program was identified as needing catalog updates to be submitted to Curriculum Committee.

	Obj. #	Objective Description	Anticipated Outcomes, Tasks, and Targets	Executive Cabinet Sponsor	Status	Q3 Updates & Notes
Student Success - 1 Objective	13	Implement strategic planning innovation teams' strategies to enhance student success.	<b>Outcome 4: Investigated and designed a cohesive, college-wide approach to employee engagement beyond the strategic plan's lifecycle with an emphasis on modelling change and project management approaches.</b>	Chuck Swaim	In-progress and on-target	
				Bill Hebert		
			a) Research employee engagement models within higher education and other industries by August 31, 2021.	Chuck Swaim	Complete	Model research among peer institutions (within and outside of higher education) has been completed.
			b) Conduct stakeholder roundtable discussions to solicit ICC employee feedback on the team's findings by December 31, 2021.	Kari Schimmel	Complete	The Employee Engagement & Support Team held a strategic dialogue session on October 1, 2021.
			c) Develop an approach to employee engagement for ICC based on research and feedback by April 30, 2022.	Melanie Fata	In-progress and on-target	The team is on target to complete a recommendation by April 30, 2022 and submit to Champion Team in May 2022.
			d) Submit a long-term plan for employee engagement to the Champion Team and/or Cabinet by June 30, 2022.	Jill Wright	In-progress and on-target	The team is on target to complete a recommendation by April 30, 2022 and submit to Champion Team in May 2022.
			<b>Outcome 5: Investigated, designed, and implemented a modular First Semester Experience (FSE) into academic courses.</b>		Complete	
			a) Identify specific Fall courses in which to embed FSE modules and train faculty to deploy them by August 31, 2021.		At-Risk or Postponed	The pilot of the embedded FSE modules was postponed from Fall 2021 to Spring 2022. In the course of the Spring pilot, FSE modules were launched in 10 sections of six different, intro-level courses in Spring 2022.
			b) Identify specific Spring courses in which to embed FSE modules and train faculty to deploy them by November 30, 2021.		Complete	The pilot has been delivered in Spring 2022.

# FY 2022 Institutional Operational Plan Third Quarter Update

Illinois Central College Board of Trustees Meeting

April 21, 2022

David Cook, Executive Director of Institutional Research & Planning

	Completed	In-Progress and On-Target	In-Progress and Not On-Target	At-Risk/ Postponed
Diversity, Equity, and Inclusion (1 Objective)	0	1	0	0
Employee Engagement and Support (2 Objectives)	0	0	1	1
Institutional Sustainability (5 Objectives)	0	2	1	2
Stakeholder Responsiveness (4 Objectives)	2	1	1	0
Student Success (1 Objective)	0	0	1	0
13 Objectives Total	2	4	4	3
	15.4%	30.8%	30.8%	23.1%

# Employee Engagement & Support

- **Objective #3: Implement and deliver a revised employee compensation structure.**
  - Outcome: Implemented a market-based staff compensation structure to improve employee satisfaction and retention.
    - Task b) Develop and deliver a management training program for the new staff compensation program by December 31, 2021.
    - **Missed target dates: work expected to conclude in Q4 of current fiscal year.**

# Institutional Sustainability

- **Objective #4: Complete Shared Governance redesign.**

- Outcome: Delivered recommendation to Cabinet on college governance redesign.
  - Task a): Review current committees and develop process for requesting new committees to ensure alignment, productivity, charter establishment, and appropriate stakeholder representation by December 31, 2021.
  - Task b): Establish common standards and expectations of the system to ensure transparency and stakeholder voice by March 31, 2022.
  - Task c): Finalize recommendation and communicate to College employees for the Fall 2022 term by April 30, 2022
  - **Missed Target Dates: Objective expected to be completed by June 30, 2022.**

# Stakeholder Responsiveness

- **Objective #10: Deploy ICC's website redesign.**
  - Outcome: Redesigned ICC's web presence to provide students and stakeholders information needed to engage, apply, and enroll.
    - Task a): Complete all website redesign and development steps by April 30, 2022.
    - **Missed Target Dates: Site development activity begun in January 2020 – completion by end of fiscal year.**

# Stakeholder Responsiveness

- **Objective #11: Investigate, design, and implement enhanced instructional technology tools.**
  - Outcome: Updated instructional technology tools to advance student access.
    - Task a): Design, implement, and deliver standards for technology requirements and classroom design by December 31, 2021.
    - **Sponsors recommending continuation of this task into FY23.**



# Student Success

- **Objective #13: Implement strategic planning innovation teams' strategies to enhance student success.**
  - Outcome 1: Expanded use of multiple measures for academic placement and imported electronic high school transcript data.
    - Task c): Develop plan for reducing Accuplacer testing in the district high schools by March 31, 2022.
    - **Missed Target Date: Departure of key personnel in Testing Admin will push back completion.**
    - Task d): Work with the website development team to ensure the website clearly describes the new GPA placement approach as the preferred method by March 31, 2022.
    - **Missed Target Date: Updated language ready when website deployment occurs.**

# Student Success

- **Objective #13: Implement strategic planning innovation teams' strategies to enhance student success.**
  - Outcome 2: Completed Phase I and Initiated Phase II of the Advising Redesign implementation.
    - Task c): Train all advising staff on the basics of the Advisee Relationship Management module by October 31, 2021.
    - **Missed Target Date: Technical implementation of Advisee Relationship Management (ARM) complete. Training now scheduled for April 2022.**
    - Task f): If approved by Champion Team, oversee the faculty mentor program pilot in Spring 2022 (launch in January 2022; review outcomes and determine whether to scale by May 31, 2022).
    - **Postponed: Faculty mentor program approved for Fall 2022.**

# Student Success

- **Objective #13: Implement strategic planning innovation teams' strategies to enhance student success (cont'd).**
  - Outcome 3: Implemented curriculum sequences for part-time students and updated sequences for full-time students in selected programs.
    - Task b): Meet with faculty stakeholders to review full-time sequences and course prerequisites by September 30, 2021.
    - **Missed Target Date: Met with 42 faculty members and completed review of 92 programs. Team expects to complete review of 17 programs by end of Spring 2022 and remainder of all programs by June.**
    - Task c): Collect feedback and recommendations about part-time sequencing from both Lead Success Advisors and Program Faculty by September 30, 2021.
    - **Missed Target Date: Lead SSAs have participated in faculty meetings, now testing 54 programs, and will offer to students in April.**

# At-Risk or Postponed

FY22 Institutional Operational Plan – 3<sup>rd</sup> Quarter Update

# Employee Engagement & Support

- **Objective #2: Design and implement an updated College communications strategy.**
  - Outcome 2: Reviewed internal service and meeting standards to allow employees to effectively engage and participate regardless of modality or location.
    - **Objective Sponsors are not recommending creation of separate standards at this time.**

# Institutional Sustainability

- **Objective #5: Establish a Project and Change Management Office.**
  - Outcome: Created an organizational approach to guide and sustain institutional improvements and innovations.
    - Task b): Hire and onboard Project and Change Management Office personnel by December 31, 2021.
  - **Objective sponsors recommending postponement to subsequent planning year; ad hoc committee continues work on SOP development.**

# Institutional Sustainability

- **Objective #7: Investigate, design, and implement financial sustainability strategies to address systemic fiscal challenges.**
  - Outcome 1: Developed a recommendation to Cabinet for awarding specific scholarships and tuition waivers for implementation in Fall 2023.
    - **Objective Sponsors recommending postponement to FY23.**

# Questions or Comments?

David Cook, [dcook@icc.edu](mailto:dcook@icc.edu), 309.694.8551



## ILLINOIS CENTRAL COLLEGE

## INFORMATIONAL ITEM

<b>SUBJECT:</b>	Prioritized Actions for Enrollment Growth: Fall 2022
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<b>ACTION:</b>	
	Review for formal recommendation to the full Board of Trustees at the next regular Board meeting.
	Background material for future Board of Trustees action.
x	Update information/status report. For informational purposes only.

**SUMMARY:**

The purpose of this informational item is to provide the updated, prioritized action items to improve Fall 2022 (and beyond) enrollments. The Strategic Enrollment Management Team (SEMT) continues to devise a strategic plan for the college; however, this information provides the overview of ongoing activities with specific, additional tactical measures.

**FOUNDATIONAL COMMITMENTS SUPPORTED:**

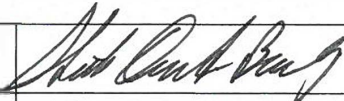
	Helping Students Learn
x	Managing Student and Stakeholder Needs
	Valuing People
x	Knowledge Management and Resource Stewardship

**BACKGROUND INFORMATION:**

The pandemic has contributed significantly to the national and local enrollment decline trends. While early college enrollments continue to improve, undergraduate enrollments remain a struggle. The SEMT pivoted this semester to focus on new and prioritized actions that can maximize our enrollments through new student recruitment, current student retention, and re-enrolling stop/drop out students. It has been documented that a significant number of high school graduates (2020 – 2022) have chosen to not enter the workforce or attend college. ICC seeks to reengage these “missing cohorts” as we continue to emerge from the pandemic.

**RATIONALE:**

Enrollment is a key driver for budgetary considerations as well as a measure of how well the College is serving the educational needs of the District's residents.

Prepared by:	Dr. Charles B. Swaim	Approved by:	
Division:	Cross-functional SEMT committee	Date:	April 13, 2022

# Prioritized Actions for Enrollment Growth: Fall 2022

Strategic Enrollment Management Team  
April 21, 2022

Presented by:  
Dr. Chuck Swaim

# Strategic Enrollment Management Team (SEMT)




<b>Amy Daxenbichler</b>	<b>Amy Young</b>	<b>Arnitria Shaw</b>
<b>Bill Hebert</b>	<b>Bridget Kelly</b>	<b>Cathryne Kaufman</b>
<b>Chuck Swaim</b>	<b>David A. Cook</b>	<b>Emily Points</b>
<b>Ericson Beck</b>	<b>Evelyn Berry</b>	<b>Jessica McMullin</b>
<b>Karhmen Feurtado</b>	<b>Kim Armstrong</b>	<b>Kyle Rindfleisch</b>
<b>Margot Vance</b>	<b>Nikisha Wright Anderson</b>	<b>Rodney San Jose</b>
<b>Sandy Arreguin</b>	<b>Tara Lindsay</b>	

# Contents

- ☐ **Framework and Priorities for Fall 2022**
- ☐ **Notable Efforts To-date**
- ☐ **Additional Actions and Timeline**
- ☐ **Measurement for Success**

# Framework and Priorities for Fall 2022

## Framework:

1. Early College
2. New students 
3. Continuing students 
4. Stop/Drop-outs 

## Goal:

***Meet or exceed the Fall 2021 enrollments***

# Notable Efforts To-date

## Early College

NOTE: Activities are underway now in preparation for expanding offerings for AY 2024

## New Students

- Expanded prospect lists
- Success Luncheons/New Programming (EC/Admissions)
- Drip Campaign—Target X
- Comprehensive Marketing and Communications Plan
- Community-based organizations outreach
- Open Houses – April 5<sup>th</sup> !!!

# Notable Efforts To-date

## Continuing

- Tech Labs/How-To Guides
- Major distribution of HEERF aid to clear accounts
- Continuing improvements through schedule refinements based on student needs and feedback

## Stop/Drop-outs

- Inside Track – contracted efforts for outreach and ongoing student support

# NEW STUDENT - Additional Actions and Timeline

	Segment Target	Timeline
<b>NICHE Membership</b>	Parents and online students	May 1
<b>Smart Start program</b>	HS students seeking confidence	June 13 – July 1 July 11 – July 29
<b>Community Outreach: mobile/off-campus</b>	At-risk students	May 1
<b>Superintendent/Principal event:</b> Identify the 3 missing cohorts Create outreach for 3 missing cohorts	At-risk students	May 15



# NEW STUDENT - Additional Actions and Timeline

	Segment Target	Timeline
<b>Re-Start program</b>	Adult/non-traditional students	2 nights/week after July 4
<b>Multiple Measures Phase 4 – “Scale”</b>	All students	May 15
<b>CBO Outreach Manager</b>	Uncredentialed populations	May
<b>Expand Pekin’s capacity via EDA grant award</b>	Welding, EMT, Paramedic, Fire Science	Just announced

# CONTINUING - Additional Actions and Timeline

	Segment Target	Timeline
New website deployment	All students	June 1
Re-expanding service hours	At-risk students	August 1
Advising redesign and mentoring	All students	Fall 2022
Degree Planner (High Point) implementation	All students	May 1
First Semester Experience implementation	All students	August 15

# STOP/DROP-OUTS - Additional Actions and Timeline

	Segment Target	Timeline
<b>Inside Track – Phase 2</b>	At-risk students	May 15
<b>New period of focus (Fall 2021 to Spring 2022)</b>		
<b>Shared efforts with ICC staff</b>		April/May
<b>Complete training and turnover</b>		January 1, 2023
*See Continuing Students for preventative actions that relate to Stop/Drop-outs		

# Measurement for Success

- We are moving this into “Project Status” – what does that mean???
- Measuring against our Fall 2021 results:
  - Increase Full-time students versus Part-time – currently 29.6% versus 70.4%
  - Increase credit hours per Full-time student – currently 13.7 credits/student
  - Increase credit hours per Part-time student – currently 5.7 credits/student
  - Increase High School penetration rate – currently 24.1%
- Daily tracking of enrollments with activities and actions to determine potential correlations

# Tracking

Daily Enrollment Summary - Undergraduate & Early College											
Registration Add Day Key	Day Description	Daily Credits				Running Totals					Notes for 2022 Activities
		Fall 2019	Fall 2020	Fall 2021	Fall 2022	FA21 FA20 %	FA21 FA19 %	FA22 FA21%	FA22 FA20%	FA22 FA19%	
10	Day -133	10,147.00	4,912.50	0.00	4,262.00				-13.24%	-58.00%	
11	Day -132	11,118.50	5,984.50	0.00	5,561.50				-7.07%	-49.98%	
12	Day -131	11,750.00	6,608.00	0.00	6,571.50				-0.55%	-44.07%	
13	Day -130	12,478.50	7,255.00	0.00	8,642.50				19.12%	-30.74%	
14	Day -129	13,695.50	8,396.50	0.00	9,976.50				18.82%	-27.15%	
15	Day -128	13,810.50	8,575.50	0.00	10,061.50				17.33%	-27.15%	
16	Day -127	13,869.50	8,665.50	0.00	10,108.50				16.65%	-27.12%	
17	Day -126	14,749.00	9,110.00	0.00	10,624.50				16.62%	-27.96%	
18	Day -125	15,611.00	9,622.50	0.00					-100.00%	-100.00%	Success Lunch - 20+ enrolled
19	Day -124	16,713.00	10,143.50	0.00					-100.00%	-100.00%	

*We're all in!*



Thank you – The SEM Team

*your*  
SMART CHOICE



## ILLINOIS CENTRAL COLLEGE

## INFORMATIONAL ITEM

<b>SUBJECT:</b>	Fall 2022 Marketing plans
-----------------	---------------------------

<b>ACTION:</b>	
	Review for formal recommendation to the full Board of Trustees at the next regular Board meeting.
	Background material for future Board of Trustees action.
x	Update information/status report. For informational purposes only.

**SUMMARY:** The goal of the Fall 2022 marketing plan is to increase applications, thus increasing enrollment. Our target for Fall 2022 is to meet (or exceed) enrollment credit hours and headcount from Fall 2021.

Our current yield on applications to enroll is 24%, this exceeds the national average of 16% but is lower than our yield has been in the past. With an increase in applications, and the same yield, we should actually exceed our Fall 2021.

<b>FOUNDATIONAL COMMITMENTS SUPPORTED:</b>	
	Helping Students Learn
x	Managing Student and Stakeholder Needs
	Valuing People
	Knowledge Management and Resource Stewardship

**BACKGROUND INFORMATION:**

With an increased focus on targeting prospective students digitally and traditionally, we expect to see a greater number of applications. We are messaging more frequently, changing the message appropriately, as well as messaging on platforms where we know prospective students are. We will provide YOY application numbers as part of our Fall Enrollment report in September or October.

**RATIONALE:**

Enrollment is one of the key drivers for budgetary considerations as well as a measure of how well the College is serving the educational needs of the district's residents. Expanding our marketing reach for 2022 supports this measure.

Prepared by:	Kim Armstrong	Approved by:	
Division:	Marketing and Institutional Advancement	Date:	April 13, 2022

# Fall 2022 Marketing Update

*Kim Armstrong – VP Marketing & Institutional Advancement*

*April 2022*

*your*  
SMART CHOICE





# Topics

- Fall Enrollment
  - Paid Media
  - Messaging themes
  - Ongoing efforts

# Target Audiences

High School Seniors, 17-19 years old

- Targeted April – August

Jr. High and High School Students, 12-17 years old

- Targeted September – November

Parents of High School Students

- Targeted April - July

Adult Learners, 20-54 years old

- Targeted April - November

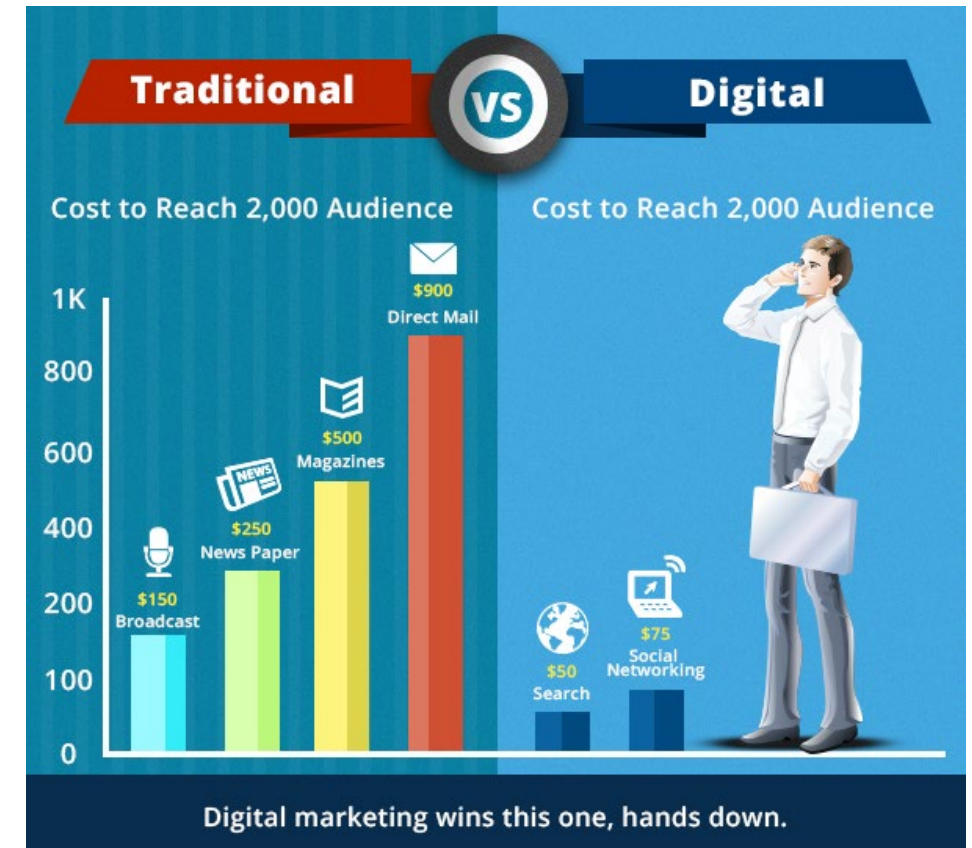
# Paid Media Tactics

## Digital

- Google Paid Search
- Targeted Keyword Display
- Geofencing Display
- Facebook
- Instagram
- TikTok
- Snapchat
- Pinterest
- YouTube
- Hulu
- Spotify

## Traditional

- Local Radio
- Outdoor



# Messaging – Fall 2022 and ongoing

- You Are Accepted
- The Smart Choice
- Programs Offered
- Transfer Offerings
  - May be stand-alone and/or woven into previous three focuses
- Alumni Success
  - Last layer of year-long strategy

# You Are Accepted

## You Are Accepted, Academically (HEAD)

- Addresses the competitive advantage of open enrollment
  - All are welcome
- Promote this while maintaining QUALITY and VALUE of education at ICC
  - Our exceptional faculty provide even more exceptional education

## You Are Accepted, Emotional (HEART)

- Addresses competitive advantage of education being customized (online or in-person, or both)
  - You have the flexibility to face anxiety and fear of the “unknown future” we heard in our survey and polls

## You Are Accepted into Programs (HANDS)

- Addresses the competitive advantage of the number and variety of programs and transfer courses available
  - Students can face the obstacle of Indecision/Unspecified Field of Study from survey and polls

# Creative Examples

Online Ad



Local :30 Radio Ad

<https://drive.google.com/file/d/1MOhdZHmsvTc9BjfwkY3bzH0qMPThOiJr/view?usp=sharing>

Hulu or YouTube ad - Adult





# Continued tactics - mailings



Current Student – Traditional Age



Current Student – Adult

# More to come

- Summer admissions activities
- Website completion with primary focus on new students
- Continued tactics from marketing in addition to paid advertising
- Ongoing outreach from freshman to adult, not only during enrollment periods
- Program marketing will be goal of 2022/23
  - Website will facilitate this effort



Exhibit 8.4  
April 21, 2022

## ILLINOIS CENTRAL COLLEGE

### INFORMATIONAL ITEM

<b>SUBJECT:</b>	Inside Track Stop-Out Project-Strategic Enrollment Management Sub Team
-----------------	--

<b>ACTION:</b>	
	Review for formal recommendation to the full Board of Trustees at the next regular Board meeting.
	Background material for future Board of Trustees action.
x	Update information/status report. For informational purposes only.

<b>SUMMARY:</b>	
<p>Dr. Emily Points will present the outcomes from the stop-out project that was done with Inside Track focusing on Spring 2022 enrollment. The goal of the project was to increase the number of students returning to the College for the Spring semester. This presentation details the project, services provided, and data related to the reasons students stopped attending ICC during the pandemic (Fall 2020 to Spring 2021). This grant investment from for Spring 2022 utilized \$81,000 from Title III and \$86,000 from GEER II grants. The outcomes included reenrolling 177 students resulting in an additional \$188,557 in Spring 2022 tuition.</p>	

<b>FOUNDATIONAL COMMITMENTS SUPPORTED:</b>	
x	Helping Students Learn
	Managing Student and Stakeholder Needs
	Valuing People
	Knowledge Management and Resource Stewardship

<b>BACKGROUND INFORMATION:</b>	
<p>This project represents a single target market of the Strategic Enrollment Management Team, namely stop outs. This relates to the presentations that Executive Vice President Chuck Swaim will provide this month on the Focused Fall Enrollment Plan.</p>	

<b>RATIONALE:</b>	
<p>As we leave of pandemic impacted semesters, we are learning that the higher education landscape has changed. This project was designed to not only re-enroll students, but also determine why previous recent students, may no longer wish to engage with the College and complete their credential. This sub-team (of the Strategic Enrollment Management Team) ran a pilot program with Inside Track to re-enroll students that had stopped-out from the Fall 2020 and Spring 2021. This presentation is giving the Board a report of the outcomes from the pilot program.</p>	

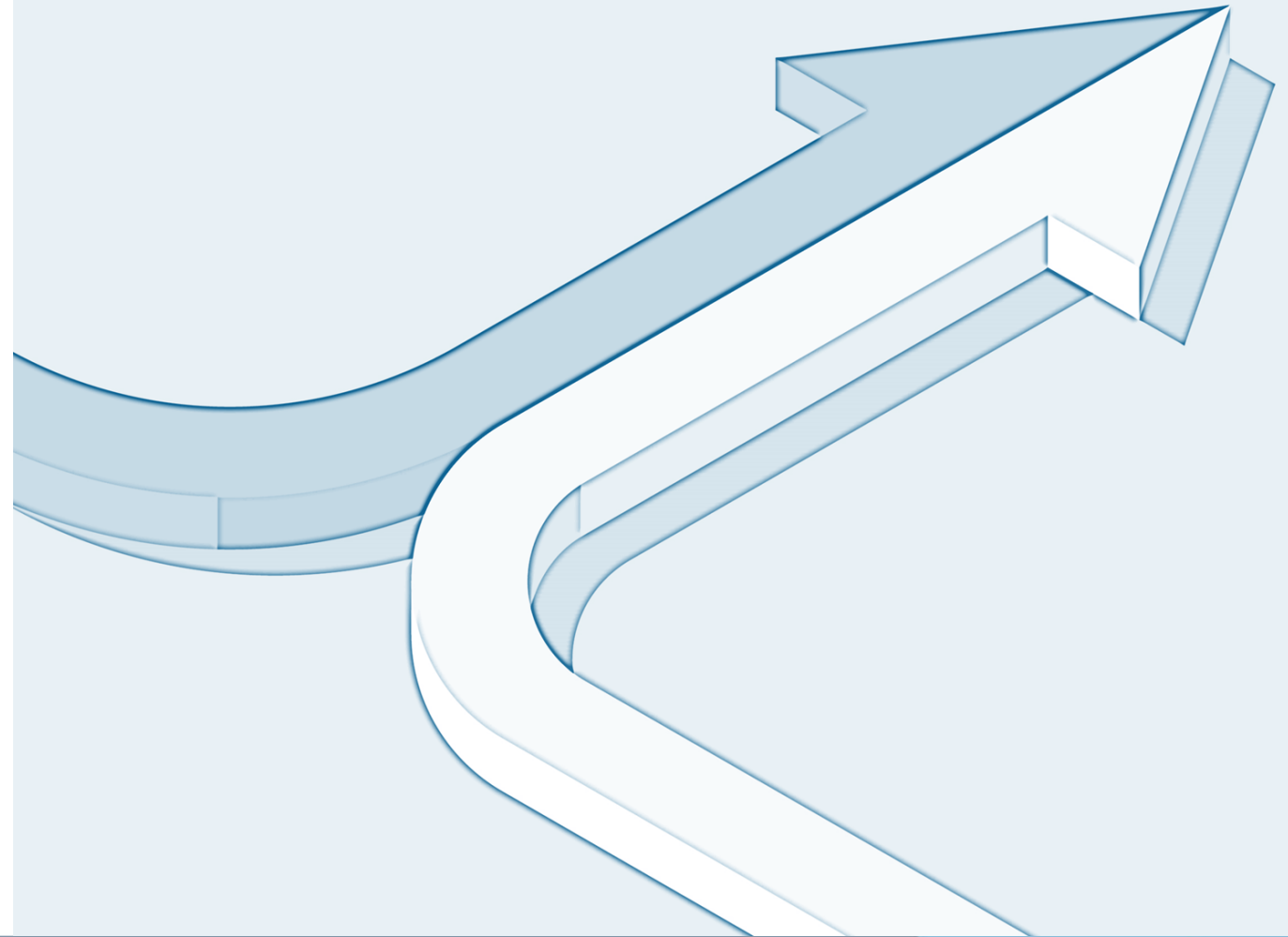
Prepared by:	Emily Points	Approved by:	
Division:	Enrollment Services/ Student Success	Date:	June 13, 2022

### **InsideTrack Definitions of Non-Start Reasons**

- Academics/Academic Readiness - Student does not meet academic requirements to return or does not feel academically ready to return.
- Career - Student is unable to balance school and their career. Often this is because of a change in employment or addition of responsibilities.
- Commitment to Graduation - Student does not have a desire to complete their educational goals.
- Competitor - Student has chosen to attend another institution.
- Finances - Student has general concerns and/or financial difficulties that can range from personal finances to an outstanding balance with the institution.
- Cost - Student is unable to afford the cost of tuition.
- Attending Lower Cost Institution - Student is completing their degree elsewhere due to reduction in cost compared to their original institution.
- Health and Support - student is experiencing physical or mental health challenges and/or does not feel they have sufficient support to be successful.
- Family Responsibilities - Student has to prioritize care of a family member, or other family issues.
- Managing Commitments - Student is unable to dedicate the time necessary to complete their degree.
- Location - Student no longer lives near the campus.
- School Community - Student does not feel connected to the school.
- Suitability - Student does not feel the institution and/or programs are in line with their goals, and/or the student does not feel the institution is the best fit for them.

# Stop-Out Re-Enrollment Project

Strategic Enrollment Management Team/  
InsideTrack Partnership  
Spring 2022



# Project Purpose and Approach

## Purpose:

Re-enroll students who stopped out during 20-21 school year before earning a credential

## Approach:

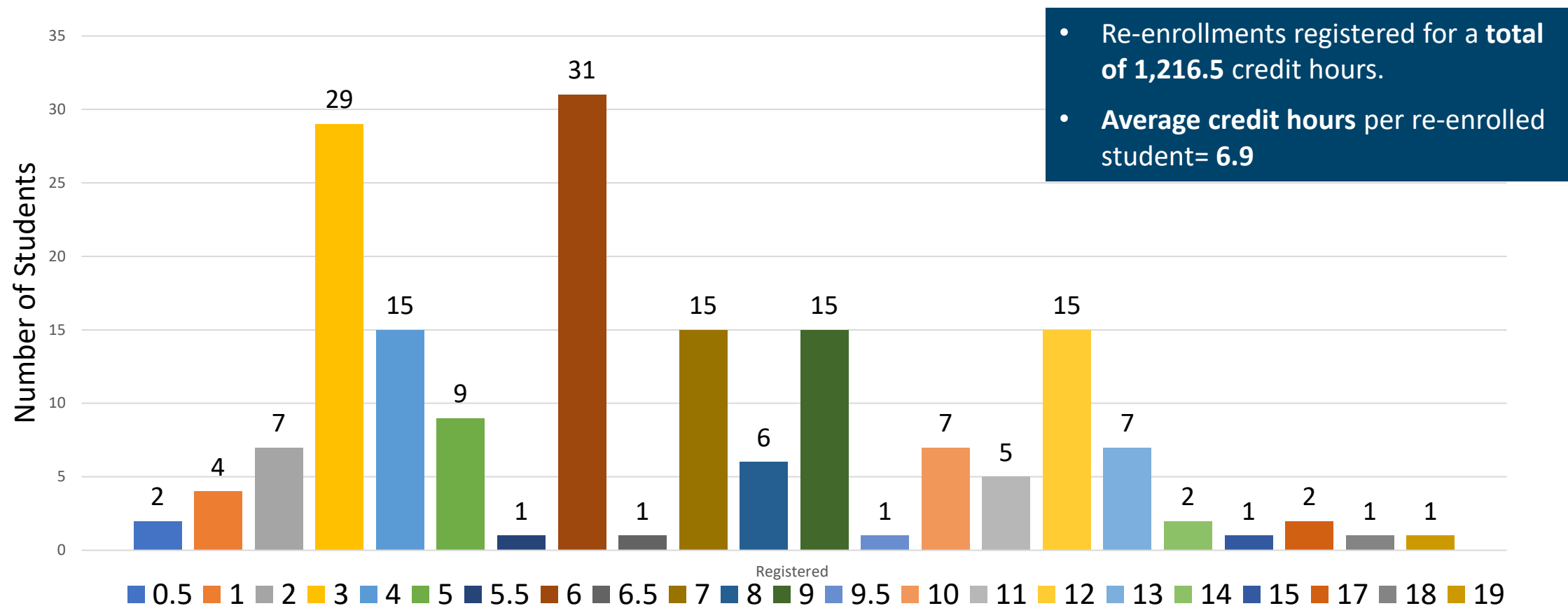
- InsideTrack partners contacted **3,186 students** by phone, text, and email between December 1 and February 11
- Inquired if student planned to re-enroll and when
- **Facilitated re-enrollment for Spring 22** classes if desired
- Documented which students plan to re-enroll in future terms
- Documented **reasons for not re-enrolling**

# Outcomes

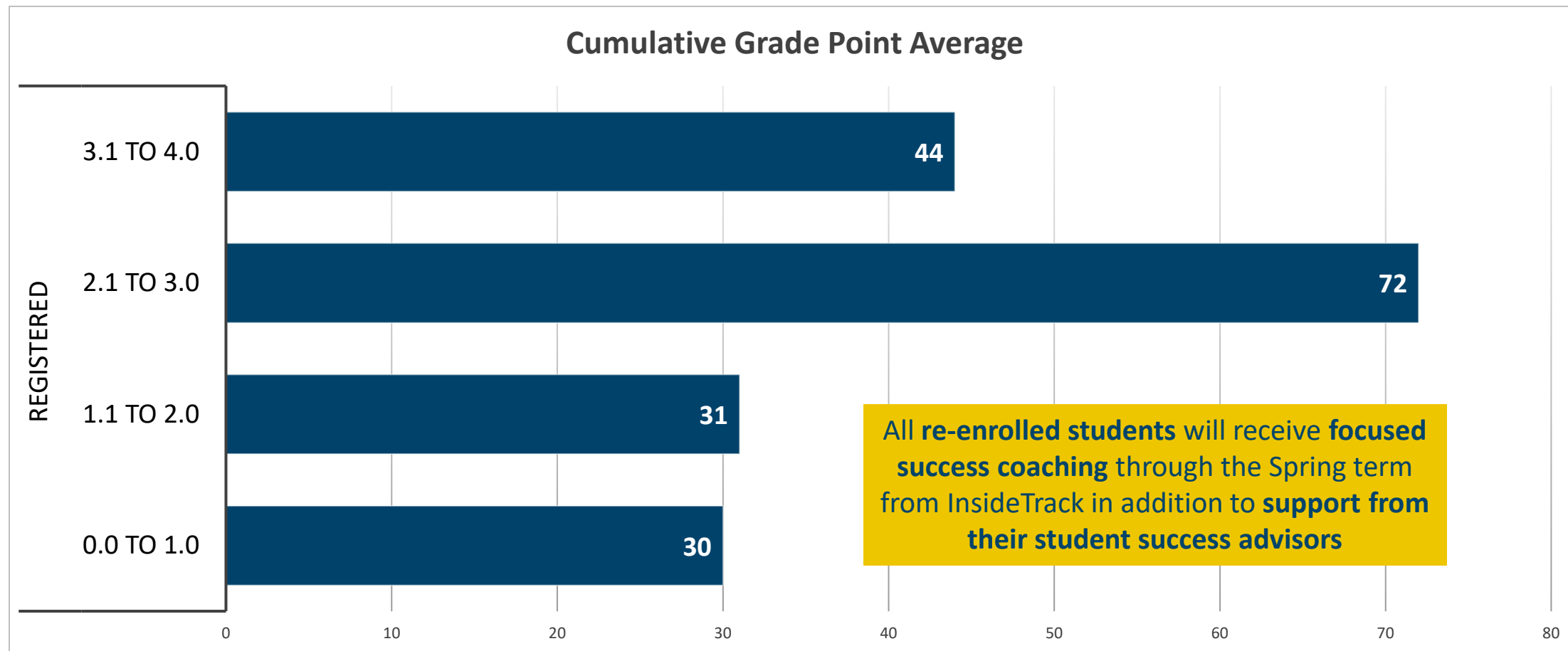
- *Respondents:*  
**1,246** (39.1% of those contacted) replied to outreach
- *Reasons:*  
**440** (35.3% of *respondents*) provided stop-out reason
- *Intents:*  
**369** (29.6% of *respondents*) expressed intent to re-enroll
- *Re-enrollments:*  
**177** (48.0% of *intents*) re-enrolled in Spring 22



# Re-enrollments: Spring 22 Credit Hours

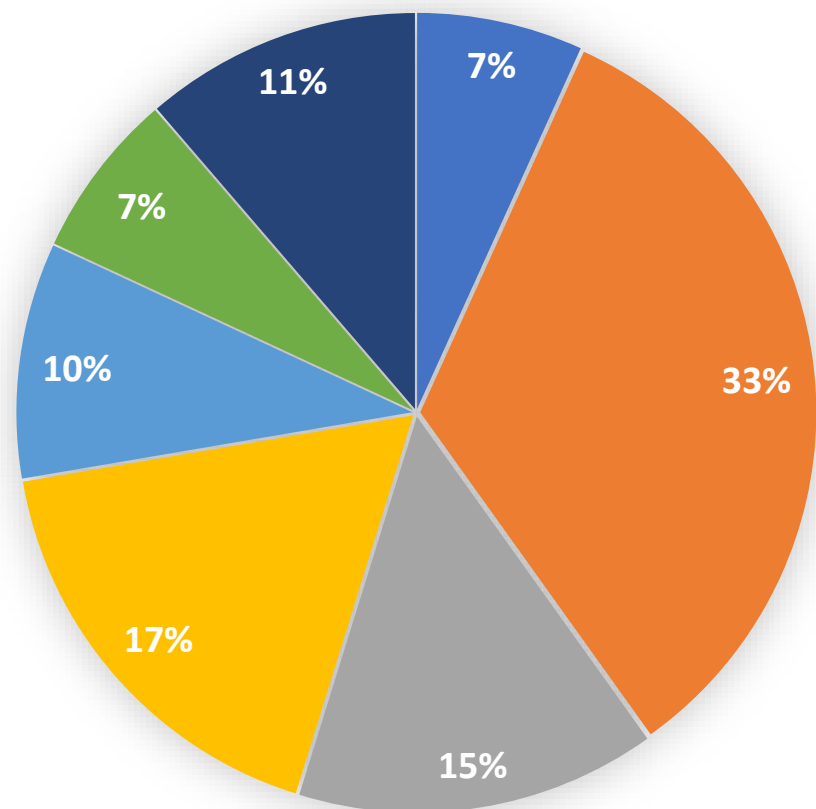


# Re-enrollments by Cumulative GPA



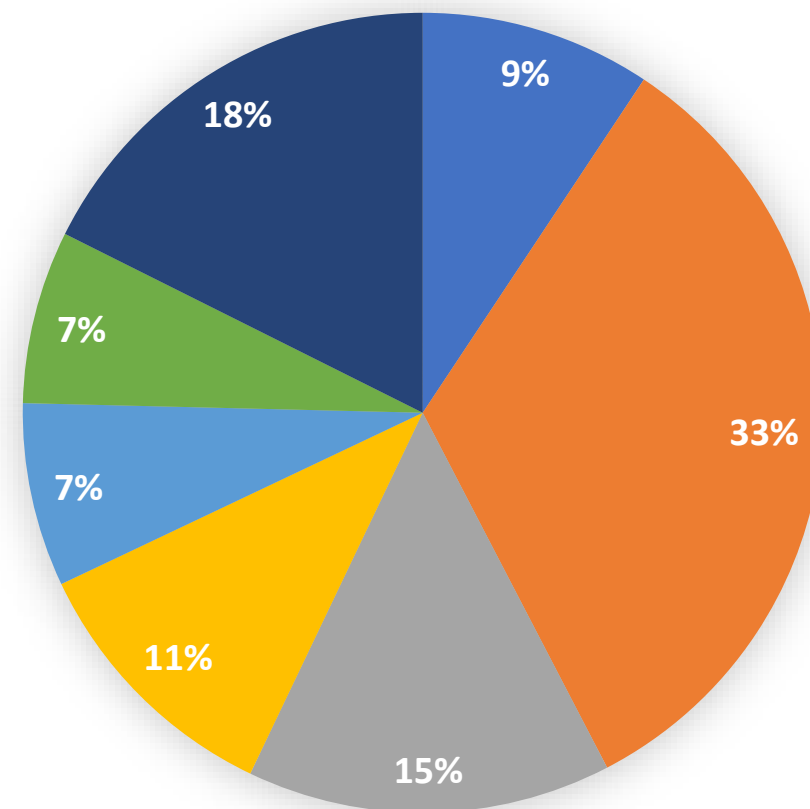
# Demographics: Age

*Re-enrolled*



- 17-19
- 20-22
- 23-25
- 26-28
- 29-31
- 32-35
- >35

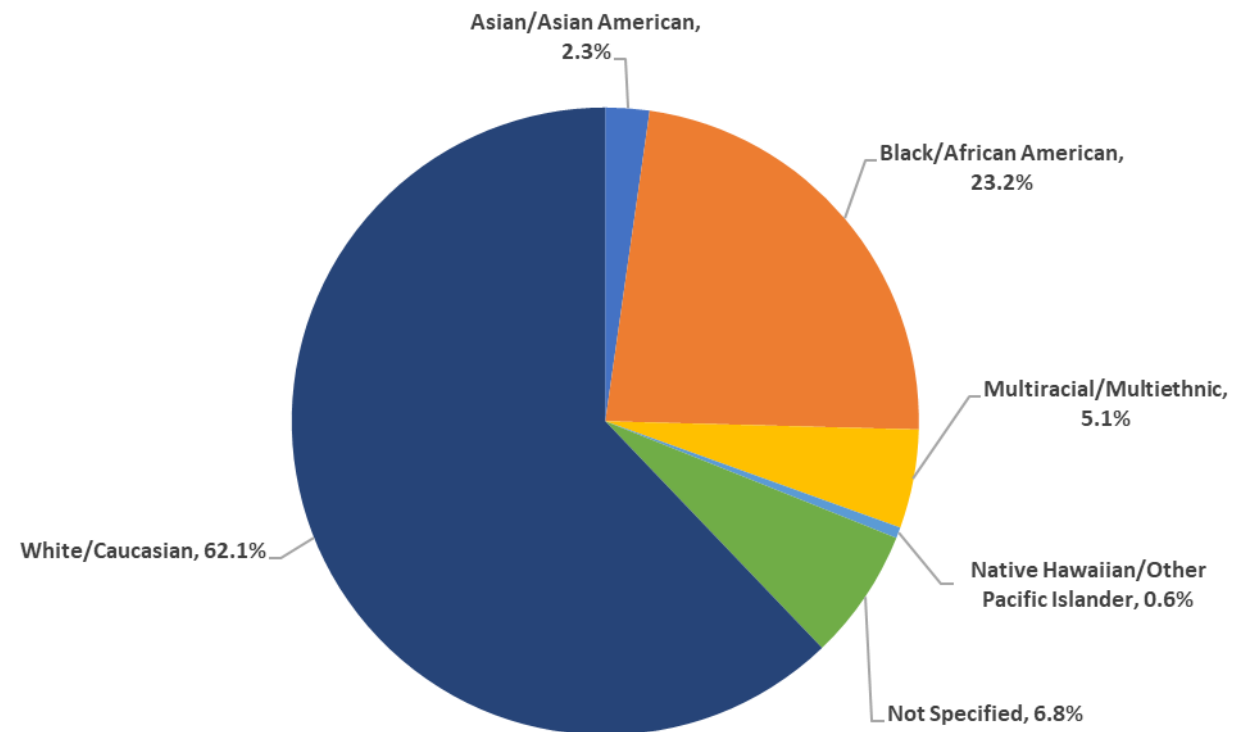
*Did Not Re-enroll*



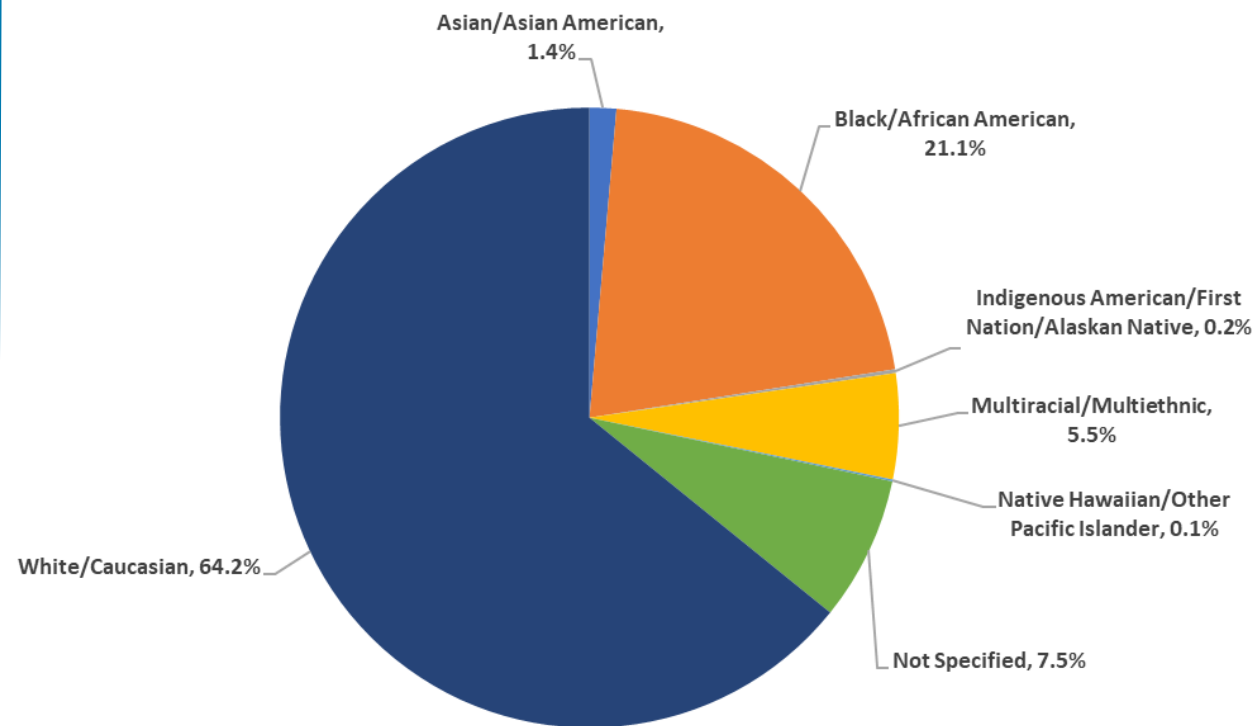


# Demographics: Race

*Re-enrolled*

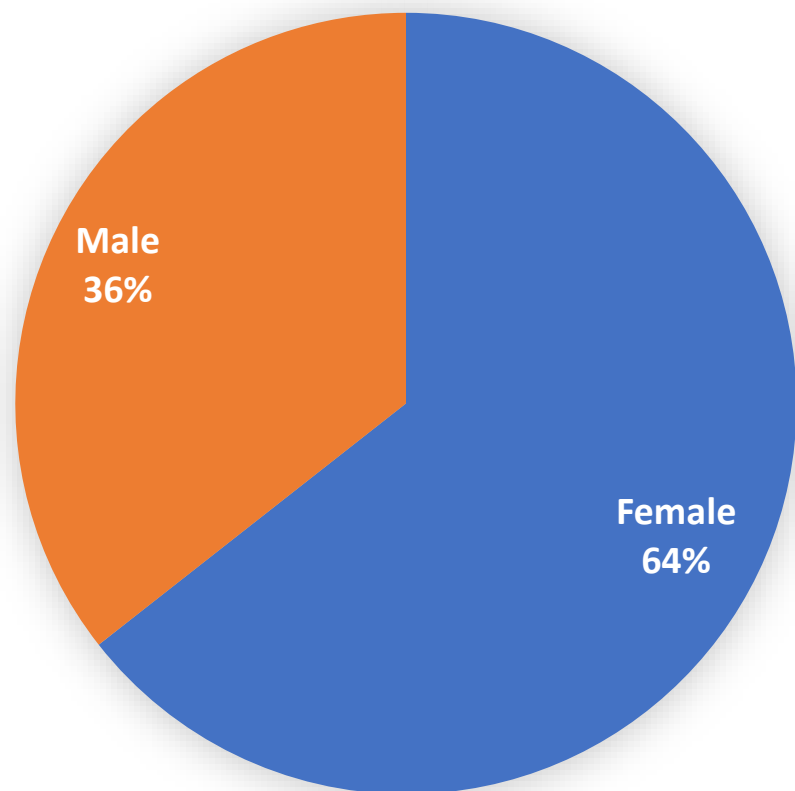


*Did Not Re-enroll*

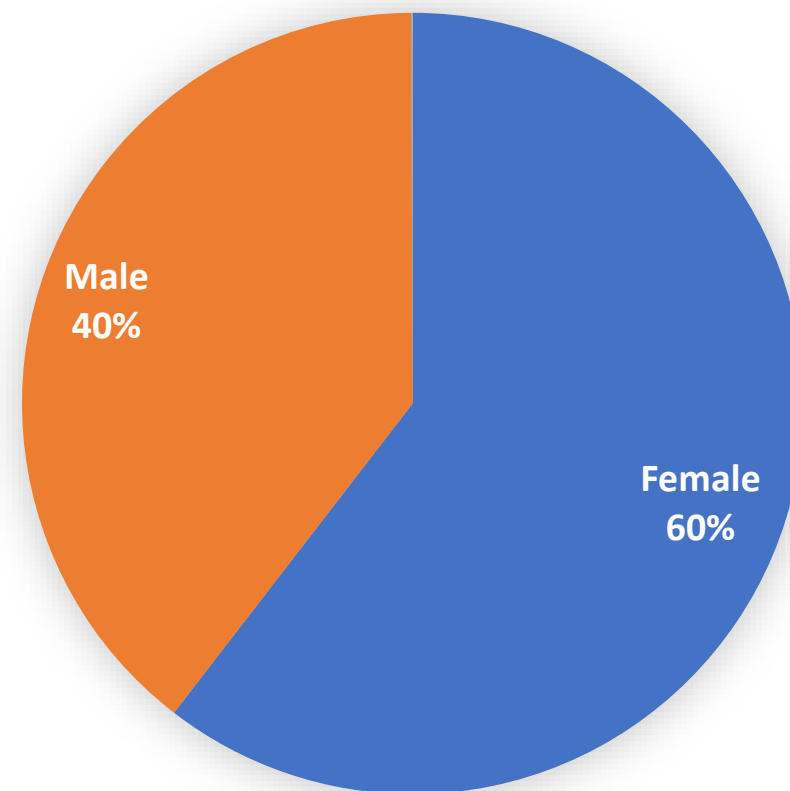


# Demographics: Gender

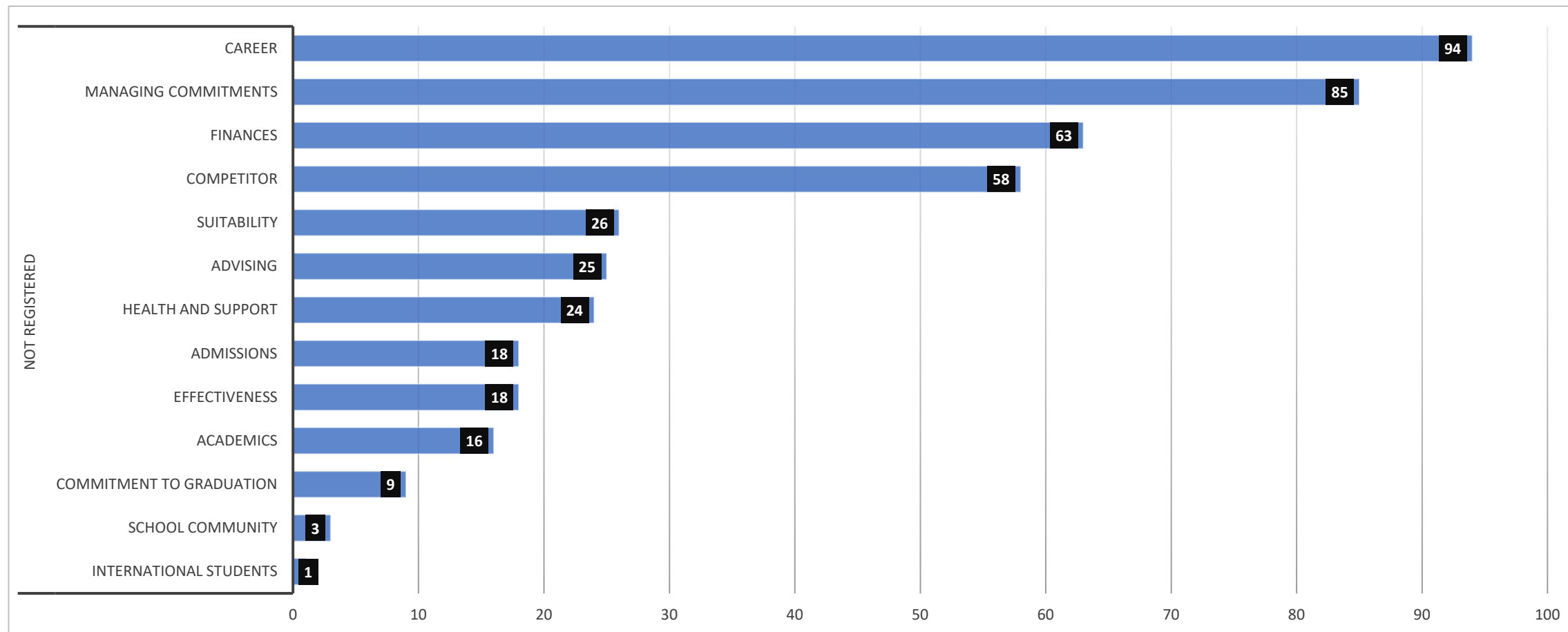
*Re-enrolled*



*Did Not Re-enroll*



# Non-Start Reasons Reported



# Non-Start Reasons: Additional Details

<b>1. Career</b>		<b>3. Finances</b>	
	<b>Number of Students</b>		<b>Number of Students</b>
Career responsibilities	50	Waiting for financial situation to improve	23
Accepted job or internship	14	Finances outside of school	12
Future plans do not require a degree	14	Does not qualify for financial aid	11
<b>2. Managing Commitments</b>		<b>4. Competitor</b>	
	<b>Number of Students</b>		<b>Number of Students</b>
Family responsibilities	24	Course formats available at competitor school	21
Career responsibilities	21	Program offered elsewhere	15
Timing of start	17	Other / Not Identified	22

# Re-enrollment Stories

**Name:** Carla

**Program:** Early Childhood AA

**GPA:** 3.55

**Hours Earned:** 56

**Hours Required to Graduate:** 9 **Hours Enrolled in Spring 2022:** 4

Carla is an **adult learner** who was **strongly motivated** to complete her associates in Early Childhood Education. Carla stopped out because she was **nervous to re-take her math placement test**, saying, *“I haven't taken math in a long time, so I would need to take my placement test again, but I'm very afraid to take it, since I graduated in 1994, and math has been a huge issue for me.”* The re-enrollment coach **empathized** and provided Carla with **resources** to prepare for the test, **encouraged** her to meet with her **student success advisor**, and **showed her how** to make a test appointment.

When the re-enrollment coach followed up, Carla had **registered for Spring 2022** and was **confident** about returning to school. Carla thanked the re-enrollment coach for the encouragement.

# Re-enrollment Stories

**Name:** Elizabeth    **Program:** Associate in Arts

**Hours Earned:** 23    **Hours Required to Graduate:** >30    **Hours Enrolled in Spring 2022:** 7

Elizabeth told the re-enrollment coach that she would **love to return to school** but couldn't because of an **outstanding balance**. It had been a while since Elizabeth had enrolled at ICC and the re-enrollment coach shared that Elizabeth may have **qualified for aid** that wiped out her balance and **encouraged** her to log into her account to check. The re-enrollment coach **provided step-by-step instructions** for accessing her account. Elizabeth was **thrilled** to see she no longer had a balance due and asked the re-enrollment coach for **help registering for Spring 2022**. The coach provided **resources** on the enrollment process and connected Elizabeth to her **student success advisor**.

Elizabeth **enrolled for Spring 2022** and will receive **targeted success coaching** from InsideTrack in addition to support from her student success advisor.



# Building on the Process

- Continuing Effort for Fall 22
  - Will split contacts between ICC and InsideTrack
  - Comparable Data
  - Goal 10%
- Operationalizing Spring 2023
- Investment
  - Spring 2022-\$81,000 Title III/\$86,000 GEER II
  - Spring 2022 Tuition Received-\$188,557
  - Fall 2022-\$44,000 Innovation Funds

# Update on Advising Redesign

## InsideTrack Capacity Building Partnership

- Train SSAs as Success Coaches
- Expanded training to Workforce Coordinators
- SSAs and coordinators earn certification
- Three SSAs to become Certified Trainers
- Three SSAs to become Certified Coach Observers



# Questions/Feedback

Exhibit 9.1  
April 21, 2022

## ILLINOIS CENTRAL COLLEGE

### ACTION ITEM

<b>SUBJECT:</b>	<b>New Program: Patient Access Representative Certificate</b>
-----------------	---

<b>ACTION:</b>	
X	Recommendation
	Compliance/Legal Requirement

#### SUMMARY:

The College seeks approval at the April meeting to add the Patient Access Representative Certificate program to its curricula. Health Career programs typically address licensure occupations which means there are limited entry-level programs for students who are still considering whether the medical field and industry are a fit for their immediate work needs and possible careers. This program will provide an entry point for those students.

#### FOUNDATIONAL COMMITMENTS SUPPORTED:

X	Helping Students Learn
X	Managing Student and Stakeholder Needs
	Valuing People
	Knowledge Management and Resource Stewardship

#### BACKGROUND INFORMATION:

The Patient Access Representative program fills an entry-level need for our medical partners throughout Peoria. This program is the first 'stackable' credential supporting the Health Information Technology AAS. Graduates of this program are immediately employable in this industry and will have the opportunity to continue on to an AAS degree that will support career and wage growth. This certificate also supports our goal to grow dual credit opportunities between ICC and the local high school districts through a health career pathway.

#### RATIONALE:

All new programs must be approved by the Board of Trustees prior to being sent to ICCB for its approval.

#### FUNDING SOURCE:

N/A

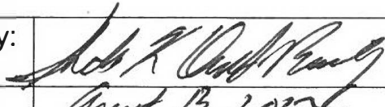
Prepared by:	Dr. Charles B. Swaim	Approved by:	
Division:	Academic Affairs	Date:	April 13, 2022

Exhibit 9.2  
April 21, 2022

## ILLINOIS CENTRAL COLLEGE

### ACTION ITEM

<b>SUBJECT:</b>	<b>New Program: Quality Technician Certificate</b>
-----------------	--

<b>ACTION:</b>	
X	Recommendation
	Compliance/Legal Requirement

### SUMMARY:

The College seeks approval at the April meeting to add the Quality Technician certificate program to its curricula. This certificate is stackable with the Machine Tool Technology AAS degree and provides sufficient essential skills to gain entry-level employment in the industry.

### FOUNDATIONAL COMMITMENTS SUPPORTED:

X	Helping Students Learn
X	Managing Student and Stakeholder Needs
	Valuing People
	Knowledge Management and Resource Stewardship

### BACKGROUND INFORMATION:

The Quality Technician Certificate is the first stackable credential in the Machine Tool Technology AAS degree program and the Manufacturing career pathway. The short duration helps speed graduates into the profession and provides a means to expand dual credit opportunities. The skills earned in this short duration program, coupled with a high school diploma provide quick access to many positions that are going unfilled in our area.

### RATIONALE:

All new programs must be approved by the Board of Trustees prior to being sent to ICCB for its approval.

### FUNDING SOURCE:

N/A

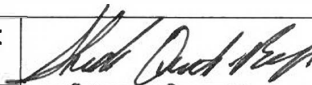
Prepared by:	Dr. Charles B. Swaim	Approved by:	
Division:	Academic Affairs	Date:	April 13, 2022



Exhibit 9.3  
April 21, 2022

## ILLINOIS CENTRAL COLLEGE

### ACTION ITEM

<b>SUBJECT:</b>	<b>New Program: Diagnostic Medical Sonographer AAS</b>
-----------------	--

<b>ACTION:</b>	
X	Recommendation
	Compliance/Legal Requirement

### SUMMARY:

The College seeks approval at the April meeting to add the Diagnostic Medical Sonographer AAS degree program to its curricula. The historical need for this program has been documented over 10 years of Radiography Tech advisory committee meetings and has been corroborated by the partner medical providers in Peoria.

### FOUNDATIONAL COMMITMENTS SUPPORTED:

X	Helping Students Learn
X	Managing Student and Stakeholder Needs
	Valuing People
	Knowledge Management and Resource Stewardship

### BACKGROUND INFORMATION:

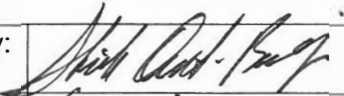
The traditional approach to sonography education and certification has been based on students earning an AAS degree in Radiography and then working through a secondary credential in Sonography. The ICC proposal is for a new AAS degree program that will allow students to directly enroll as a new student thereby decreasing the time to completion for these high-demand careers. Locally these positions are going unfilled or temp filled by 'traveling' professionals. The application of sonography as a diagnostic tool continues to expand across many specialties. The limited number of available programs in Illinois is evidence that we will be applying for a regional program designation to increase our geographical reach to fill the enrollment pipeline for this program.

### RATIONALE:

All new programs must be approved by the Board of Trustees prior to being sent to ICCB for its approval.

### FUNDING SOURCE:

N/A

Prepared by:	Dr. Charles B. Swaim	Approved by:	
Division:	Academic Affairs	Date:	April 13, 2022

# BOARD OF TRUSTEES BUDGET 8050 April 21, 2022

2022 Operational Budget Data as of 3:20:02 PM Monday, April 11, 2022

## Operational Budget Summary (2022)

Department(s): Board of Trustees (8050)

Department(s): Board Of Trustees (8050)						4/11/2022 15:20			
Account	Fund	Dept.ID	Program	Description	Budgeted	Pre-Encumbered	Encumbered	Expended	Balance
512001	1	8050	8050	Professional/Tech Staff - FT	22,355.00	0	0	16,934.04	5,420.96
512002	1	8050	8050	Professional/Tech Staff - PT	5,487.00	0	0	0	5,487.00
521000	1	8050	8050	Employee Benefits	8,567.00	0	0	6,289.74	2,277.26
529099	1	8050	8050	Allocated Emp Ben Ret Hlth .5%	112	0	0	84.72	27.28
541001	1	8050	8050	Office Supplies	2,075.00	0	0	1,961.17	113.83
541007	1	8050	8050	Xerox Supplies	609	0	0	456.3	152.7
544003	1	8050	8050	Postage And Shipping	750	0	0	757.23	-7.23
546000	1	8050	8050	Publications and Dues	34,625.00	0	0	12,722.40	21,902.60
547000	1	8050	8050	Advertising	650	0	0	118	532
549000	1	8050	8050	Other Materials and Supplies	450	0	0	91.63	358.37
551000	1	8050	8050	Meeting Expenses	3,200.00	0	0	4,346.67	-1,146.67
557000	1	8050	8050	Travel - Air	1,100.00	0	0	1,994.71	-894.71
558000	1	8050	8050	Travel - Ground	425	0	0	274.56	150.44
559000	1	8050	8050	Other Conference And Meeting Exp	8,500.00	0	0	7,893.08	606.92
Budget Totals:					88,905.00	0	0	53,924.25	34,980.75

\* 1 Trustee to attend the Legislative Conference/2 Trustees to attend the ACCTA Conference

**Account: 546000 Fund: 01 Org: 8050 Prog: 8050 Descr: Publications and Dues**

2022 Expenses as of 3:22:38 PM Monday, April 11, 2022

## Expended: Publications and Dues

Expended: Publications and Dues 546000						Department(s): Board Of Trustees (8050)				4/11/2022 15:22	
PO ID	PO Date	Supplier ID	Supplier Name	Status	PO Amt		Voucher ID	Invoice ID	Invoice Date	Status	Vchr Amt
205540	8/18/2021		10516 MARSHALL COUNTY PUBLISHING CO		36.4		447161	51048	8/1/2021		36.4
206824	1/20/2022		100002 ICCTA		360		452132	8359	1/13/2022		360
PO Voucher Total:											\$396.40
Journal ID	Journal Date	Description	Amount	Credit							
183330	7/2/2021	FY2021 Prepaid Expenses	12,326.00								
Other Transactions Total:					\$12,326.00						
Total Expended:					\$12,722.40						

**Account:** 559000**Fund:** 01 **Org:** 8050**Prog:** 8050**Descr:** Other Conference And Meeting Expenses

2022 Expenses as of 3:26:03 PM Monday, April 11, 2022

## Expended: Other Conference and Meeting Expenses

### Non-Purchase Order Vouchers

Expended: Other Conference And Meeting Exp 559000						Department(s): Board Of Trustees (8050)		4/11/2022 15:25		
PO ID	PO Date	Supplier ID	Supplier Name	Status	PO Amt	Voucher ID	Invoice ID	Invoice Date	Status	Vchr Amt
207333	3/22/2022	100002	ICCTA		150	453866	8370	3/17/2022		150
PO Voucher Total:										\$150.00
Voucher ID	Invoice Date	Invoice ID	Supplier ID	Supplier Name	Status	Amount				
448565	9/6/2021	PCARD AUG2021_00000000001	110382	ACCT		1,245.00				
452067	1/4/2022	PCARD DEC2021_00000000001	110382	ACCT		595				
452067	1/4/2022	PCARD DEC2021_00000000001	110382	ACCT		870				
452067	1/4/2022	PCARD DEC2021_00000000001	110382	ACCT		870				
452984	2/4/2022	PCARD JAN2022_00000000001	110382	ACCT		670.00CR				
452984	2/4/2022	PCARD JAN2022_00000000001	110382	VIATORTRIPADVISOR US		49.00CR				
452984	2/4/2022	PCARD JAN2022_00000000001	110382	VIATORTRIPADVISOR US		49				
452984	2/4/2022	PCARD JAN2022_00000000001	110382	USA GUIDED TOURS DC LLC		104.4				
453350	3/8/2022	REIM.TRVL.EXP.ACCT.2/5-2/10/22	111189	THETFORD, GALE		246				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	STARBUCKS PS DCA		10.84				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	MARRIOTT MARQUIS WASH		28.71				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	PUBLICAN ORD		29.58				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	JOE'S STONE CRAB OF DC		257.97				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	MARRIOTT MARQUIS WASH		1,833.45				
453897	3/4/2022	PCARD FEB2022_00000000001	110382	MARRIOTT MARQUIS WASH		2,322.13				
Non-Purchase Order Voucher Total:						\$7,743.08				
Total Expended:						\$7,893.08				

April 21, 2022

## **Academic Affairs**

### ***Agricultural and Industrial Technologies***

#### **Livestock Judging Team**

The Illinois Central College Livestock Judging Team competed at the North Central Meat Animal Evaluation Contest held March 19 and 20 at the University of Illinois, Urbana-Champaign. At this contest, participants make estimates on the carcass merit of individual beef, swine and sheep and calculate the market price for those animals based on their estimations. Additionally, contestants evaluate a different group of animals in a breeding animal division and rank animals on their breeding merit and answer questions from contest officials. A third portion of the contest is a meats contest where students evaluate and rank carcasses from three different species and calculate the market price for those carcasses.

The contest has two-year colleges competing against four-year universities. Fifteen schools and 107 individuals participated and Illinois Central College placed third behind two teams from Kansas State University. Notable teams participating included the University of Illinois, Oklahoma State University, Purdue University, University of Wisconsin—River Falls, West Texas University and University of Florida.

#### **Highlights of the results for the ICC team include:**

- 3<sup>rd</sup> Place Team Overall
- 2<sup>nd</sup> Place Market Animal Evaluation
- 2<sup>nd</sup> Place Team Sheep Evaluation
- 4<sup>th</sup> Place Team Beef Evaluation
- 2<sup>nd</sup> Place Team Swine Evaluation
- 5<sup>th</sup> Place Team Breeding Animal Evaluation
- 6<sup>th</sup> Place Team Meat Division

#### **Individual ICC student honors included:**

Luke Harker—8<sup>th</sup> Place Individual Overall, 1<sup>st</sup> Place Market Animal Evaluation, 4<sup>th</sup> Place Swine Evaluation

Aaron Wagenbach—10<sup>th</sup> Place Individual Overall, 5<sup>th</sup> Place Market Animal Evaluation, 10<sup>th</sup> Place Individual Beef Evaluation

Kate Henkel—3<sup>rd</sup> Place Market Animal Evaluation

Hannah Schwenk—4<sup>th</sup> Place Sheep Evaluation

## ***Arts and Behavioral Sciences***

### **Painting Practicum Human Resources (HR) Exhibition**

Please stop in HR, 237A, to view the Painting Practicum Human Resources Exhibition. It is a beautiful showing of what some of our art students can do! The students not only created all the artwork, but then were instructed on how to hang a show and collaborate together with other artists in someone else's space. The HR offices are open M-F 8-4:30 and these pieces will remain up through the end of the semester.

### **ICC Vocal Jazz**

ICC Vocal Jazz presented and performed for the Osher Lifelong Learning Institute (OLLI) at Bradley University on Wednesday, April 6. Dr. Clemens, vocal jazz director, shared the origins and history of the vocal jazz genre and students presented jazz standards and other acapella selections. This was a great opportunity for members of the community to engage with ICC students and the talent fostered in the music program at ICC.

The Vocal Jazz Ensemble will also be doing high school tours during the month of April. They are visiting Pekin High School, Limestone High School and the Peoria Cooperative Academy as recruiting events for prospective students. In addition, Illinois Valley Community High School vocal jazz ensemble is joining ICC Vocal Jazz on their spring concert in the Performing Arts Center on April 28 at 7:30 p.m.

### **Harbinger Student Media**

Members of the Harbinger Student Media staff along with two of their faculty advisors attended the Illinois Community College Journalism Association (ICCJA) conference on April 8. Students attended breakout sessions throughout the day on improving their journalistic endeavors. The conference culminated with a dinner and awards ceremony.

Community colleges across Illinois are competing to win awards for their work from 2021. Harbinger Media students are nominated for awards in the following categories: Podcast, News Story of the Year, Feature Photo, Feature Writing, News Story, Page Design, Sports Feature and Best Student Media.



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**Painting I Class Mural**

The Arts and Behavioral Sciences Department office was chosen as the site for Professor Anita Tuccillo's Painting I class project this semester. It is a collaborative service-learning mural project and the amazing results are shown to the right. They learn so many valuable lessons, some of which are how to approach a client and get a sense of their preferences, work within the limitations of the specific space, work collaboratively with other artists, come up with creative solutions to design problems, create an invoice, respecting someone else's space and cleaning up appropriately. The department office has never looked this good!

***Business, Legal, and Information Systems*****Professional Development Day**

The Business, Legal, and Information Systems Professional Development Day was held on Friday, March 25 via Zoom. BLIS Faculty discussed a variety of "fresh brewed" tips and tricks. The BLIS Café topics menu included:

- Sugar cubes on Canvas
- Espresso up your productivity with a shot of Microsoft Office
- Student buy-in with grande choices
- A latte of tips for making effective videos
- How to caffeine up your office hours

All topics were served up by Dan Kelly. Zoom attendees were entered into a drawing to win one of three Starbucks \$10 gift cards.

**Idea Entity Apprenticeships**

Professor Shari Tripp of the BLIS Department teamed up with ICC Career Services to hold two meetings that our programming/web students could attend to learn about an Idea Entity Apprenticeship that was coordinated through Career Services. The meetings took place on Tuesday, March 8 and Thursday, March 10.

Idea Entity is a Business Solution and Change Management company focused on improving processes for agencies, institutions, and companies in any industry sector. Their company mission includes bringing the art of technology to solve business challenges and requires a talented team to make this a reality. As an apprentice at Idea Entity, students are able to gain amazing, paid hands-on experience, while also completing their coursework at Illinois Central College.

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What a fabulous collaboration between these two departments at ICC to assist students in achieving their dreams!

**Faculty Accomplishments**

The BLIS department is pleased to announce two faculty members who have recently received their doctorates. Dr. Dan Kelly earned his PhD in Higher Education Administration at Illinois State University in the Spring of 2021. And after defending his dissertation this past March, Dr. Adam Saatkamp will be awarded his PhD through the Educational Administration and Foundations department at Illinois State University this May. Congratulations to Drs. Kelly and Saatkamp!

***Math, Science, and Engineering*****Student Mathematics League Competition**

The Student Mathematics League Mathematics Competition is a challenging, precalculus level, math test administered by the American Mathematical Society of Two-year Colleges. The National Grand Prize is a \$3,000 scholarship awarded by AMATYC; the local prizes, provided by the ICC Math, Science, and Engineering department, are: 1<sup>st</sup> Place \$50 VISA Gift card, 2<sup>nd</sup> Place \$25 VISA Gift card.

During the Fall 2021 semester, 13 students took the test. James Kieser won the first ICC prize, and Joseph Bauman won the second ICC prize.

During the Spring 2022 semester, 8 students took the test. James Kieser won the first ICC prize, and Jon Knapp won the second ICC prize.

Congratulations to James, Joseph, and Jon on a job well done!

**Student Success*****Athletics:***

The women's basketball team finished 7th at the NJCAA National Tournament in March. Freshman forward Cierra McNamee was awarded NJCAA All-Tournament Team. Sophomore guard Dayja Evans broke the National Tournament all-time record for 3-point field goals with 18 3-point shots in ICC's four games.

Baseball and softball have begun their seasons despite several games being postponed due to poor weather conditions.

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The Golf team has begun its spring season with a dual meet win over Illinois Valley College (303-320) at the Weibring Golf Club, earned a 3<sup>rd</sup> place finish at the Jim Wetherbee Invitational, brought home a 2<sup>nd</sup> place finish at the IVCC Challenge at the Den, finally they placed 2<sup>nd</sup> in the Region 24 Preview at Cape Girardeau, MO.

### ***Student Financial Services:***

Student Financial Services disbursed more than \$2.8 million in HEERF funds to 4,902 enrolled students and captured \$344,203 from 730 students who chose to apply HEERF grant funds to their institutional accounts. The team has also been busy coordinating with Finance and Enterprise to review and then update course fees and implement the new variable tuition rate.

### **Student Life**

Student Life is elated by students' involvement this Spring semester and is proud of the students it represents!

**March 22:** PBL (Phi Beta Lambda) held a "Mini Golf Fundraiser" where students could challenge themselves to the course that was created by PBL members. PBL members also reached out to local businesses and gained sponsors for the event.

**March 30 - 31:** SGA (Student Government Association) held Executive Board and Student Trustee Elections. The 2022-23 Student Trustee is Cassie Keller. The 2022-23 Executive Board is as follows:

- Emily VanBruwaene, President
- Sarah Bougie, Vice-President
- Amanda Thurston, Treasurer
- Wes Eggert, Secretary

**March 30 - April 2:** SKD (Sigma Kappa Delta) attended the Sigma Tau Delta International Convention in Atlanta, Georgia. Members networked with other SKD students, listened to a variety of written works, and explored the city.

**April 6:** Members of PTK (Phi Theta Kappa) visited Richwoods High School to collect data for their organization's "College Project."

**April 7:** Campus Housing and Student Life hosted a "Dodgeball Tournament" where students could get active and have some friendly competition against other students.

**April 8 - 9:** PBL (Phi Beta Lambda) competed at their State Leadership Conference in Effingham, Illinois. Members placed in the following SLC events:

- Accounting Principles: 7<sup>th</sup> place - James Rocke, 2nd place - Cassie Keller
- Business Sustainability: 1<sup>st</sup> place (Team) - Raena Holloway and Cassie Keller

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- Client Services: 1<sup>st</sup> place - Sarah Bougie
- Cost Accounting: 3<sup>rd</sup> place - James Rocke, 1<sup>st</sup> place - Cassie Keller
- Digital Media: 1<sup>st</sup> place - Gina Gavino-Dacosta
- Impromptu Speaking: 4<sup>th</sup> place - Raena Holloway
- Management Concepts: 3<sup>rd</sup> place - James Rocke
- Marketing Concepts: 5<sup>th</sup> place - Raena Holloway
- Who's Who in PBL - Raena Holloway
- ICC won Outstanding Chapter for the State of Illinois

**April 15:** SKD (Sigma Kappa Delta) held its Induction Ceremony.

**April 20:** SKD (Sigma Kappa Delta) hosted a "Poetry Slam" where students could present their written work to win a variety of prizes.

**April 27:** Student Life will host the "Student Leadership Awards" program. The ICC Student of the Year and writing contest winners will be recognized along with other student leadership winners.

**April 28:** ICC students will be attending a Peoria Chiefs game.

**April 29:** SGA (Student Government Association) will host a carnival for students.

## Workforce & Diversity

On March 28<sup>th</sup>, ICC's Workforce and Diversity Department, represented by Workforce Readiness instructor Marcia Bolden, presented at the ICCB Competency-Based Education webinar. The ICC portion of the presentation focused on the techniques and methods employed in our Workforce Readiness programs to promote student engagement and ongoing success.

ICC has been invited to collaborate with Monmouth College to increase transfer and completion rates for African-American and Latinx students in STEM disciplines. This effort is funded by a grant to Monmouth College from the Howard Hughes Medical Institute Inclusive Excellence Initiative (HHMI). The inaugural in-person workshop to examine vital touchpoints for student engagement and retention was held at the Peoria Campus on March 19 from 9 a.m. to noon. In attendance for ICC were Director Tod Daniels of TRIO Student Support Services, Professor Yolanda Rush on behalf of the Math, Science and Engineering Department, Racial Justice and Equity Coordinator - Charity Gunn and Vice President of Workforce and Diversity, Arnitria Shaw. For more information the HHMI Inclusive Excellence initiative, please visit <https://www.hhmi.org/science-education/programs/inclusive-excellence-3-learning-community>. This is the College for Kids [brochure](#).

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## Marketing

The shopping cart for **Summer & Fall Registration** opened on March 7, enabling students to begin searching classes and building their future class schedules. Marketing prepared campus signage, social media, and email communications to encourage current and prospective students to start thinking about the upcoming semesters.

Marketing updated the **Health Careers book**, reprinted and distributed. A digital flipbook was also created for website and is viewable at [icc.edu/healthcareers](http://icc.edu/healthcareers).

**College for Kids** catalog was completed for Summer 2022 and supported with a press release, email communication, social media and campus signage.

Content was updated in both the traditional and adult version of the **College Viewbook**. Reprinted booklets were distributed around campus, as well as a flipbook created for the web, viewable at [icc.edu/getstarted](http://icc.edu/getstarted).

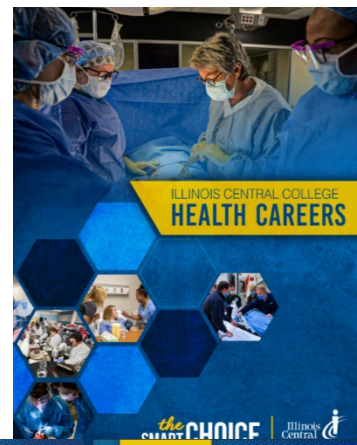
A large **Search mailing** to 5,000 Suspects was completed that includes the new viewbook, letter from Coz, and an invite to the Open House. This list reaches younger high schoolers (juniors and younger) in our district.

Marketing hosted a full-day **student photoshoot** with 15 current students. These photos will be used in future marketing pieces.

Marketing has been scheduling, filming, and producing **WEI student success story videos** in collaboration with an outside videographer.

Marketing coordinated two signing ceremonies of transfer agreements this month. An in-person ceremony took place with the University of Illinois Springfield while a virtual event was held with Southern Illinois University Carbondale for the Saluki Step Ahead Program.

Promotion and planning continued for **upcoming events**: ICC Open House (April 5), Simply Divine (May 5), Commencement (May 14). Marketing also continues to build copy, stories, and photo assets for the **website redesign**, as well as an **ICC branding project**.





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Marketing supported two **Transfer Day events** with web events, graphics, campus signage, press release, email communications and social media.

**Student Life** projects, completed by Marketing student designers, this month included: Open Mic Night, Dodgeball Tournament, Agri-Business Dining Etiquette Training, PBL Mini Golf Fundraiser, UNITE Information, SGA Carnival, International Club Information, and Sigma Kappa Delta Poetry Slam.



**Other projects** completed in March included: email communication, support for Success Luncheons, and the monthly High School Counselor and CBO e-newsletters.

## ADMISSIONS

The Admissions Office held three campus visit programs on-campus with 89 students and 92 guests in attendance and 14 individual visits to campus. Off-Campus, the office conducted 22 visits to area high schools and met with over 110 students. We also completed our Success Luncheon pre-advisement sessions with Peoria Public schools. We continued developing our Target X CRM (Customer Relationship Management) by implementing the Health Career Admit process, sending out first and second-round letters to applicants. Applicants also confirmed their acceptance electronically on the Target X portal. Phones are busy with 1400 calls this month.

## MARKETING OUTREACH

### Current Students

8 emails for 62,410 touches  
1 text for 7,400 touches

### Employee Emails

7 emails for 10,500 touches

### Prospects

44 emails for 6,932 touches  
6 texts for 13,000 touches

### Community

5 emails for 9,384 touches

## PRESS RELEASES/NEWS TOPICS/INTERVIEWS

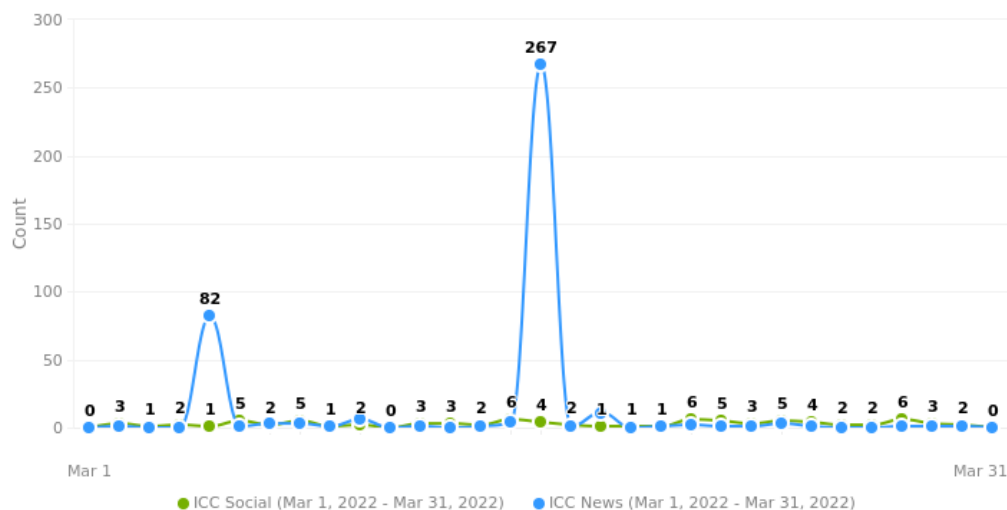
- ICC signs new transfer guarantee agreement with University of Illinois Springfield
- ICC signs Transfer Guarantee Agreement with Southern Illinois University Carbondale
- Illinois Central College Keeps Tuition Rates Flat for Third Straight Year
- ICC Peoria Cradle to Career Initiative jump-started by \$500,000 in funds secured by Congresswoman Bustos
- ICC to host Open House on April 5
- ICC College for Kids Summer Program Registration Now Open

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## MEDIA EXPOSURE FOR THE MONTH

Media Exposure



## PHOTOGRAPHY / VIDEO

**Photography** included event photography of Health Careers Campus Visit Day and the ICC & UIS Signing. Other photoshoots included Spring Student Photoshoot, campus photography and classroom photography of Theatre, Horticulture and Dental Hygiene.

**Videography** included creation of Open House Promo, TikToks and the filming of the Community College Month video. Marketing also completed video editing for monthly Town Hall, All College Update, Dialogue Sessions, Open House Promo, and the Community College Month Video.

## SOCIAL MEDIA

Primary focus of social media content was promoting Spring Visit Days, campus events, Student Life activities, and campus photography.

Facebook					
	Post Reach	Fans	Engagement	Posts	Link Clicks
March 2022	50,739 ↑	14,259 ↑	3,154 ↑	30 ↓	703 ↑
March 2021	31,425	13,751	1650	56	505

Organic engagement was driven by campus photography, student ambassador content, and event photography. High-performing posts included Casino Night, National Agriculture Day, Campus Sunset Photo, and Botanical Gardens Pathway post.

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Paid advertising on social media included Facebook/Instagram boosted posts for Spring Visit Days, ICC Open House, and targeted Google video ads on YouTube (Visit Days). Ad performance was very good with good paid engagement.

	Instagram				Twitter			
	Posts	Followers	Engagement		Tweets	Impressions	Followers	Mentions
March 2022	22 ↓	2,037 ↑	511 ↑		18 ↓	4,917 ↓	3,065 ↑	8 ↓
March 2021	47	1,815	410		33	13,000	3,014	44

	LinkedIn				YouTube			
	Posts	Impressions	Engagement		Views	Watch Hours	Subscribers	Impressions
March 2022	19 ↓	14,998 ↓	490 ↑		27,134 ↑	375.8 ↑	620 ↑	6,383 ↓
March 2021	42	23,805	324		654	40.7	346	7,365

Our TikTok creator account is growing and saw a large increase in followers last month. The Coffee Lounge TikTok video performed well and highlighted student ambassador creativity.

	Tik Tok							
	Followers	Views	Likes					
March 2022	291	874	16					

## Administration & Finance

### *IT*

ICC's Technology Services organization has been focusing work on several projects along with the daily work of supporting ICC technology operations:

- Huron Consulting completed the first phase of their Business Process Review in preparation for evaluating and selecting a new ERP system. The review included interviews and workshops with over 100 ICC employees. A report on Huron's findings related to ICC's "readiness" was presented to the ERP Steering Committee.
- Conversion of the legacy on-premises DB2 database (running Peoplesoft) to the Oracle Cloud is proceeding slightly behind schedule. Conversion and validation of data is proving more complex than originally anticipated. Once moved to the Oracle Cloud (targeted for completion early summer), ICC's current Peoplesoft ERP system will be entirely cloud-based.
- Implementation of the new TeamDynamix software is proceeding on schedule. TeamDynamix will be the new online "hub" for internal ICC services, knowledgebases, and IT Help Desk functions. The system will be a central repository housing internal ICC information not intended for the newly redesigned ICC.edu website.



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- Numerous infrastructure upgrades to network closets, servers, data storage, and enhancements to multi-factor authentication are underway. Additionally, replacement of 89 9-year-old Apple Mac systems are scheduled for approval at the April Board meeting.

## Human Resources

### Employee Recognition Ceremony – April 22<sup>nd</sup>

ICC's annual Employee Recognition Awards Ceremony will be held in-person on Friday, April 22 at 3:00 p.m. in the Performing Arts Center on the East Peoria campus. A live stream of the awards ceremony can be watched at <https://youtu.be/VGcPkHzErGs>.

Cougar Kudos nominees from January 1, 2021, through March 1, 2022, were added to the list of potential awardees for consideration.

### Student-Nominated Awards

- *Gallion Award*: Awarded to the highest student-nominated full-time faculty member.
- *Teaching Excellence Award*: Awarded to the highest student-nominated adjunct (part-time) faculty member.

### Student and/or Employee-Nominated Awards

- *Faculty Who Make a Difference* (both full and part-time adjunct faculty): The highest endorsement a teacher can receive, along with the praise and accolades of their students.
- *Staff Who Make a Difference* (both full and part-time staff): Recognizes staff who have demonstrated extraordinary service, who go above normal job expectations, and who exemplify the College's Core Values and Service Principles. The staff awards are gathered from nominations received from faculty, staff, and students and are then reviewed and selected by the Awards Committee.

### SURS Audit

The Benefits department is working in conjunction with Payroll to complete one of several SURS audits requested this year. This audit involves verification of multiple forms of data for more than 2,200 records and is due in April 30, 2022.

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**Summer Flexible Workweek Program**

ICC will again offer a Summer Flexible Workweek Program to eligible employees. The [SOP for Summer Flexible Workweek Program](#) outlines flexible workweek guidelines to accommodate non-traditional schedules for employees during the summer when the quality, quantity, and timeliness of departmental services and productivity will not be adversely affected.

The Summer Flexible Workweek Program will be in effect from **June 1 through July 29**. Core work hours are **8:00 a.m. to 4:30 p.m. on Monday through Thursday and 8:00 a.m. to 2:00 p.m. on Fridays**. Departments must be available for services during the summer core work hours.

**Facilities**

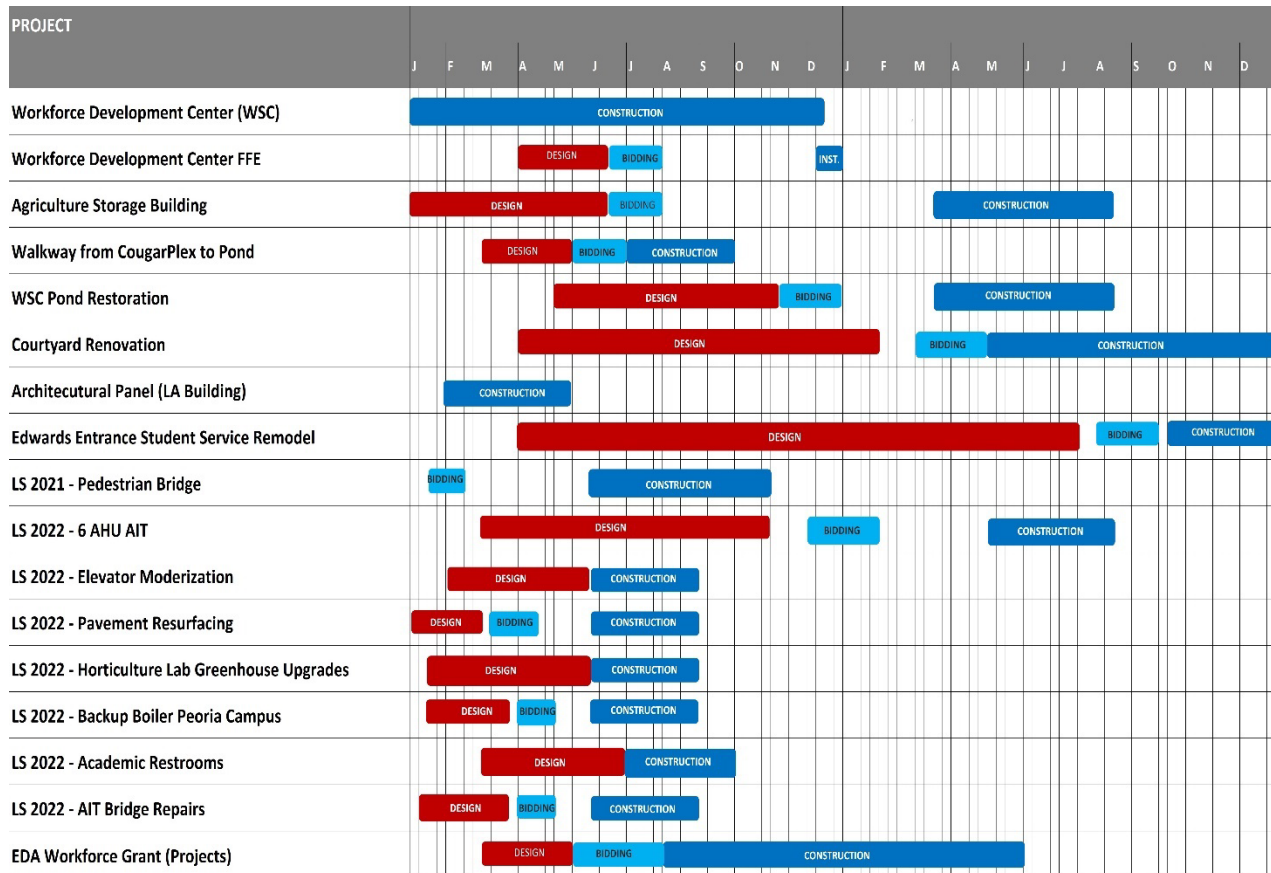
- Facilities has several projects that we are working on that are in different phases of development and construction.
- Facilities Service employees are providing basic support functions for the college in the areas of Custodial, Maintenance, Grounds, General Operations and Shipping and Receiving.
- Renovate Courtyard - East Peoria – CDB Project - In Design – Terra Engineering – Design Options presented- ICC identifying preferred design and features.
- Replacement of Architectural Panels Edwards & Walk over Bridge - CDB Project – Construction – IDG A&E - CAD Construction – Panels delivery April 22 installation following. Edwards/Student Center Renovation - CDB Project – Bailey-Edwards Design – Progressing with meetings regarding design, layout and features with stakeholders and departments.
- Workforce Sustainability Center - CDB/EDA Project – DKA Engineering/PJ Hoerr Construction - Project has started – In Construction.
- EDA Grant - Workforce Upgrades - Awaiting Approval from EDA – Appears close to being awarded.
- AG/Storage Shed – Design – DKA Engineering – In final design
- Pond Restoration/Reclamation – In Design - Hitchcock Group -Terra Engineering & MWEA – Final design complete
- Life Safety 2021/2022 - New Pedestrian Bridge - MWEA - Contractor Stark Construction – Construction installation June – early August 2022
- Life Safety 2022- Replace 6 Air Handler Units HVAC AIT Building – MEP - In design 2022
- Life Safety 2022 – Elevator Modernization - Upgrade two additional elevators - Kone Elevator- Summer 2022 - Equipment/Parts on order
- Life Safety 2022 – Pavement Resurfacing - MWEA – Rt 24 Entrance, Performance Drive, Pekin parking Lot & several sidewalk repairs. Summer 2022
- Life Safety Horticulture Lab Greenhouse Upgrades – Upgrades – Summer 2022 Equipment/Parts on order

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- Life Safety Add Additional Boiler to the Peoria Campus - MEP – In design Fall 2022
- Life Safety Academic Restroom Upgrades - In-house upgrades of two restroom East Peoria - Summer 2022
- Life Safety AIT Bridge Painting & Repairs – MWEA In Design – Summer 2022

## PROJECT SCHEDULING



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Monthly Project Status Report CDB Projects - April 2022						
CDB Projects	Project Description	Funding Source	Consultant	Budget - Estimate	Project Status	Project Remarks
Replace Architectural Panel - Edwards Bldg. & Walk Over Bridge	Replace Architectural Panel & Windows - New Signage	CDB/Life Safety	IDG	\$650,000	Project In Construction	Construction started - Estimated Completion May 2022
Library Admin Bldg. Front Renovation	Renovate LA Bldg. front entrance design new entrance	CDB/Life Safety	Bailey Edwards Design	\$6,885,066	Project In Design	Project in Design - Bailey-Edwards A&E - Design meetings in progress
Bridge Repair Nature Court	Paint and Structural Repair - Nature Court	CDB/Life Safety	Midwest Engineering (MWEA)	\$250,000	Project 95% Complete	Touch up painting to happen in spring - May 2022
Courtyard Renovation	Remove courtyard concrete update and address ADA issues	CDB/Life Safety	Terra/DKA	\$1,157,189	Project In Design	Project in Design Terra Engineering A&E - Design meetings in progress
Workforce Sustainability Center	New Construction Workforce training	CDB/Life Safety	DKA	\$11,500,000	In Construction	Construction has begun - Substantial completion Dec 2022
2021 - Tax Levy (Life Safety Funding Projects) April 2022						
Tax Levy (Life Safety Funding Projects) Projected 2021	Project Description	Funding Source	Consultant	Budget - Estimate	Project Status	Project Remarks
Renovate/Replace Pedestrian Bridge East Peoria	Pedestrian Bridge has structural issues and needs replaced.	Life Safety	Midwest Engineering Prof. (MEP)	Replace - Award- \$1,078,092	In Design	Award - Stark Excavation Construction Jun-Aug 2022
Security Camera Upgrade	Upgrade current camera inventory technology	Life Safety	In House	\$90,000	Installation in Progress	Cameras and NVR are being installed now. Estimated Completion end of May 22 Camera back ordered
2022 - Tax Levy (Life Safety Funding Projects) April 2022						
Tax Levy (Life Safety Funding Projects) Projected 2021	Project Description	Funding Source	Consultant	Budget - Estimate	Project Status	Project Remarks
Replace 6 Air Handlers AIT Building	Replace 6 AHU's that are in excess of 45 year old.	Life Safety	Midwest Engineering Prof. (MEP)	\$1,217,450	In Design MEP	In Design 2022- Installation 2023
Elevator Repairs/Upgrade	Upgrade/modernize two additional elevators	Life Safety	Kone - Elevator	\$375,000	In Design by Kone	Materials on Order - Construction Summer 2022
Horticulture Lab/Greenhouse Upgrades	Repair/replace structural sidewalls, swamp coolers& shades	Life Safety	Designed by Contractor	\$225,000	Bid Awarded	Materials on Order - Construction Summer 2022
Academic Restroom Upgrades	Upgrade finishes on Academic Restrooms	Life Safety	In- House	\$150,000	Design In-House	Construction Summer/Fall 2022
Back-Up Boiler Peoria Campus	Add additional Boiler for Backup to current system	Life Safety	Midwest Engineering Prof. (MEP)	\$250,000	In Design MEP	Bid May 2022- June Board Meeting - Construction Summer/Fall 2022
General Repairs & Painting AIT/Nature Court Bridges	AIT Pedestrian Bridge general repairs & bridge repainted.	Life Safety	MWEA - Midwest Engineering	\$450,000	In Design MWEA	Bid April/May 2022- May/June Board Meeting - Construction Summer/Fall 2022
Pavement Resurfacing, concrete Replace & Crack Filling - Phase 6	Mill and replace asphalt & concrete pavement surfaces.	Life Safety	MWEA - Midwest Engineering	\$1,000,000	Out for Bid	Out for Bid now - April 26 Bid Opening - Construction Summer 2022

## BOARD OF TRUSTEES NEWSLETTER

April 21, 2022

**Foundation**

The ICC Educational Foundation Board of Directors and staff are pleased to announce the Simply Divine event is SOLD OUT. Simply Divine, a fine dining experience highlighting ICC's Culinary Arts Institute, will host 92 guests for a culinary experience unlike any other. This one-of-a-kind event will take place on Thursday, May 5, 2022 at 5:30 pm in Cedar and Dogwood Halls. The evening will feature creative cuisine and fine wines prepared and served by the Culinary Arts faculty and students. Event proceeds will benefit the ICC Health Careers and Culinary Arts Programs. A special thank you to Church Women United – Illinois for serving as the Premier Dinner sponsor.



The ICC Educational Foundation's scholarship selection process is in full swing. Over 100 students have already been awarded scholarships for the 2022-2023 academic year. The remainder of the committees will make their final selections now through June 15<sup>th</sup>. The Foundation is pleased to also announce the scholarship application ([icc.edu/scholarships](http://icc.edu/scholarships)) has been reopened for the 2022-2023 academic year to accept additional applicants. Priority will be given to those students who completed the scholarship application by the original March 1, 2022 deadline. The scholarship application will accept new applicants now through September 30, 2022 to award any remaining scholarships for the Fall 2022 and Spring 2023 semesters.