

**Illinois Central College**  
**Open Session of the Regular Meeting of the Board of Trustees Minutes**  
**February 24, 2022, 5:00 p.m.**  
**East Peoria Campus, Founders Room**

At 5:10 p.m., Chair Davis called the regular meeting to order and asked Vice Chair Daniels 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, Cindy Byrd, and Gale Thetford were present. Absent: Dr. Bettsey Barhorst Late: None. Attending remotely: Diane Lamb.

Chair Davis invited a motion to allow Trustee Lamb to participate by electronic means due to employment purposes or the business of the public body 7(a) of the Open Meetings Act. Trustee Byrd motioned to allow Trustee Lamb to participate in the Board of Trustees meeting remotely. Vice Chair Daniels seconded the motion. Chair Davis asked the Secretary to call the roll and the following Trustees responded "Aye": Kelly Daniels, Paula Davis, Raena Holloway, Cindy Byrd, Gale Thetford, and Carl Cannon. Absent: Dr. Bettsey L. Barhorst. Attending remotely: Diane Lamb. Absent: Trustee Barhorst. The motion passed.

**Recognition:**

Dr. Sheila Quirk-Bailey, President, invited Cate Kaufman, Director of Library Services, and Chatea Green, Illinois Tutoring Initiative Director, to share information on a tutoring grant for Region 3 in Illinois that ICC has been invited to partner with ISU on. The grant is funded through the ICCB, and the program brings tutoring to students who have been disproportionately impacted by COVID-19 in grades 3-8 English, reading, and math. This is a three-year grant that will include summer school. Ms. Green stated they are in the process of acquiring Memorandums of Understanding (MOU's) for three different districts. There are 40 tutors going through the onboarding process. A total of 200 tutors are needed. Community centers, school districts, and also athletes will be a part of this initiative. Further information was shared. The Governor is expected to put out the official list soon, which includes 30 districts in our region. Chair Davis asked if there are any restrictions with Title I money, which Ms. Green confirmed no but shared the qualifying criteria was selected at the beginning. Each district can have up to 40 tutors. Trustee Cannon asked if the computer purchase noted on the purchase report was for this purpose, which Ms. Green confirmed. Information is available on the website. Further discussion ensued.

**Hearing of Citizens:** None

**Conflict of Interest:** None

**Consent Agenda**

Chair Davis asked for a motion to approve the consent agenda. Trustee Thetford moved to pull the personnel report and purchase report for a brief discussion. She then moved to

approve the Consent Agenda including the Minutes of the Open Session and Closed Session of the Regular Monthly Meeting on January 20, 2022, and Monthly Bills for January 1 - 31, 2022. Trustee Cannon 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, Gale Thetford, Carl Cannon, and Kelly Daniels. “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

Chair Davis invited Trustee Thetford to share her questions on the personnel report. Trustee Thetford noted the salary discrepancy between the two new grant writers and asked the reason for it. Mr. Budde stated he will provide an explanation to the Board via email.

Chair Davis invited Trustee Thetford to share her questions on the purchase report. Trustee Thetford referenced the pedestrian bridge replacement and noted the project cost and asked if \$650,000 of that amount will come out of the operations and maintenance fund. Mr. Budde noted this is a Life Safety project and the \$650,000 is noted there as it was the original budget. With the supply chain issues and cost escalations, the bids came in much higher. The full cost, however, will be budgeted out of the Life Safety funds.

Trustee Thetford noted the greenhouse repair project and that there was only one bidder. She asked what the original estimates were. Mr. Budde noted that the estimates were around \$200,000.

***Minutes***

Minutes of the Open Session of the Regular Monthly Meeting on January 20, 2022. Minutes of the Closed Session of the Regular Monthly Meeting on January 20, 2022.

Chair Davis asked for a motion to approve the personnel report and the purchase report. Trustee Thetford moved to approve them as presented, Vice Chair Daniels seconded the motion. The following Trustees responded “Aye:” Cindy Byrd, Raena Holloway, Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis answered “Aye”. “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

***Personnel Report***

**New Hires:**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>
Crystal Compton	01/07/2022	Manager – IL Tutoring Initiative
Erika Schwidersk	02/01/2022	Campus Police Chief
Mark Schneider	02/14/2022	Supply/Tool & Parts Attendant

Dave Bartolo	02/14/2022	Grants Writer
Crystal Ruffin	03/07/2022	TRIO Talent Search Success Coach

**Change of Status:**

Name	Effective Date	Position	
		From	To
Aimee Seth	12/27/2022	Associate – Accounts Payable	Associate – Accounts Payable/Payroll
Amy Young	01/01/2022	Manager, Financial Projects	Assistant Controller
Mara Mathews	01/01/2022	Payroll Manager	Payroll Manager (salary grade and change in duties)
Elizabeth Godinez	02/01/2022	Coordinator – Transfer/Articulation	Coordinator – International Students
Amy Daxenbichler	02/01/2022	Interim Dean of Students	Dean of Students
Amanda Funk	02/01/2022	Adjunct Faculty	Grants Writer

**Separations:**

Name	Hire Date	Position
Rich Fields	08/26/2013	Coordinator – Testing Administration

**Retirements:**

Name	Hire Date	Position
Brenda Lovingood	01/15/1991	Management Assistant

***Purchase Report***

BID ITEMS TO BE APPROVED FOR AWARD

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	PEDESTRIAN BRIDGE OVER COLLEGE DRIVE REPLACEMENT	Stark Excavating, Inc.	<u>\$ 1,131,996.23</u>
Facilities	GREENHOUSE REPAIRS	Greenhouse Megastore	<u>\$ 189,424.00</u>
Academic	WELDING EQUIPMENT	SJ Smith	<u>\$ 37,825.54</u>

Supplemental Purchasing Information

DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Technology Services	TECHNOLOGY FOR ILLINOIS TUTORING INITIATIVE	Dell, Inc.	<u>\$ 58,000.00</u>
		Apple	<u>\$ 32,000.00</u>
Technology Services	AUDIO VISUAL UPGRADE FOR MEETING ROOMS 212C/D & 213B	INTECH Innovations	<u>\$ 47,620.00</u>
Technology Services	IP TELEPHONY MAINTENANCE AGREEMENT	Matrix Integration	<u>\$ 46,000.00</u>
Technology Services	VIDEO CONFERENCING LICENSE	Zoom Video Communications	<u>\$ 44,000.00</u>
Technology Services	TELECOMMUNICATIONS LICENSE AGREEMENT	Matrix Integration	<u>\$ 29,714.40</u>

***Bills Including Conference and Meeting Expenses***

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

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<u>Description of Fund</u>	<u>Amount</u>
Education Fund	2,844,900.91
Operations and Maintenance Fd	519,507.13
Oper and Maint Fund (Restrict)	1,865,461.60
Auxiliary Fund	290,146.11
Restricted Fund	512,629.38
Audit Fund	8,351.27
Liab,Protect and Settlement Fd	332,099.14
<b>TOTAL FOR ALL FUNDS:</b>	<b>\$6,373,095.54</b>

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**Board of Trustees Chair Report:** Chair Davis reminded the Board there is a Board retreat this Saturday and to bring their calendars as we are struggling to get dates for the Lunch & Learn Sessions.

**ICCTA Report:** None.

**Legislative Committee Report:** Trustee Thetford shared a report from the ACCT conference in Washington, D.C. She noted on the financial front there are a lot of good things happening at both the state and federal levels. State: significant interest in increasing and extending MAP funds. She said many of the speakers provided a lot of data on enrollment declines that are being widely experienced. She noted the common thread amongst the speakers is that somehow community colleges had an impact on their life personally or the life of a family member. They were able to participate in a Zoom call with Congresswoman Bustos about the need for supporting the extension of Pell and other wraparound services.

**Board Policy Manual Review Report** Trustee Thetford shared the policies the committee was currently reviewing.

### **Student Trustee Report**

Student Life is heading into the spring semester strong and is happy to see students having fun while getting involved!

**February 4:** PBL (Phi Beta Lambda) went out into the community and purchased stuffed animals for the nonprofit organization Cuddles with Kindness. This year, Cuddles with

Kindness received a total of 3,231 “cuddly friends” for OSF Children’s Hospital of Illinois. **February 6 - 9:** The 2022 Community College National Legislative Summit in Washington, D.C. took place.

**February 9:** CAB (Campus Activities Board) hosted the event, “Will You Be My Valentine?” Students were able to build stuffed animals, have fun in a photo booth, and be drawn by a caricature artist.

**February 11:** Campus Housing, Student Life, and SGA (Student Government Association) hosted an anti-Valentine’s Day event, “Ex’s and O’s.” Students were able to get together and meet new students while listening to a student-led band.

**March 9:** CAB (Campus Activities Board) and SGA (Student Government Association) will host a “Casino Night.”

## **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:

The Governor gave a press conference from the ICC Peoria campus regarding the proposed 25 percent increase in MAP funding at the state level, which may now also be applied toward earning certificates. A brand-new health careers program was also announced that will provide \$25 million to community colleges to support students with tuition and wraparound services. Further details were shared. She thanked all the employees who helped with this event.

She recognized the employees working in the facilities department that worked so hard to clear the campus after the last two snow days.

ICC participated at the Achieving the Dream conference, where ICC’s Workforce equity initiative was spotlighted at the national level.

The annual strategic planning retreat was held this past week and great feedback was received.

A draft of a new diversity resource is included in the Trustee’s packets. More information will be provided at a later date.

The Governor is expected to change mask and PPE requirements in higher education next week. When that happens, ICC will convert to a mask-encouraged institution.

## **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 variances are showing a negative variance in tuition due to lower-than-expected enrollment. This is almost completely offset but the corporate property replacement tax which is coming in more favorably than anticipated. He noted that he will share a fact sheet with the Board that explains how this tax is derived and how they are allocated.

The expenditure side is seeing many positive variances, most of which is driven from favorable variances in salary due to timing of filling positions and benefits due to lower employee count. Health claim activity continues to trend lower than budgeted. Other variances are due to timing and will correct themselves throughout the year.

Trustee Lamb referenced the lower health claim activity and asked if it is due to lower employee head count and are people still continuing to put off treatments. Mr. Budde stated that it is an influencer and provided further explanation.

Trustee Byrd referenced the report that general materials and supplies are still favorable due to working remotely and offering remote courses. Regarding the higher bids that are coming in, she asked if the College is experiencing any cost increase pressures which Mr. Budde confirmed yes but expect to remain within budget.

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

### **6.1 Strategic Planning Update\* (Kari Schimmel)**

Trustee Lamb stated she appreciated the fact that, based upon data received, the new student pilot is being redesigned to help make students more successful.

### **6.2 Affirmative Action Plan Update (AAP) and Workforce Analysis (Arnitria Shaw)**

Dr. Arnitria Shaw, Vice President of Workforce and Diversity, presented an update on the AAP. This report is designed to ensure that there is equal opportunity amongst

working populations and identify any potential problems that may be arising. She reviewed the data with the Trustees and what the placement goals are for the College to ensure the employee numbers are in alignment and representative of our community.

Trustee Daniels asked to clarify if women of color are counted in both categories which Ms. Shaw confirmed.

Trustee Lamb asked where the MSA numbers are derived from. Ms. Shaw confirmed they come from the census bureau. She also asked what a protected veteran is. Dr. Swaim stated there are a number of factors that go into the classification and shared some of those.

Trustee Thetford noted that the College is doing better in the upper-level management numbers but is concerned that there are still issues in the faculty and adjunct faculty areas. She is pleased to hear that they are undertaking outreach in this area.

Trustee Cannon would like to see data percentages over a five-year span. Dr. Shaw will present this as an informational item in a couple of months. Trustee Cannon noted that it should not take a couple of months to present data that we already own. He also wanted to know what goals have and have not been met.

Dr. Quirk-Bailey stated that the MSA lines changes over time. All of the other data is tracked over a five-year period of time. Trustee Cannon would like the MSA data from that period and then show the percentages.

Trustee Thetford noted that it was nice to see the justice category. Putting the data in a manner that they can see it will be great.

### **6.3 Spring 2022 Enrollment Update\* (Bill Hebert & Kim Armstrong)**

Trustee Thetford referenced their promise to have in May compiled information why the 1,500 students from fall did not continue to matriculate from spring. She asked if this data could be gathered sooner? Are there categories that could be shared now? She referenced vaccine mandates and testing protocols and asked if they may have played an even bigger role in enrollment decline than original thought? She wants to understand why the 1,500 students didn't want to come back. Ms. Armstrong, Vice President of Marketing and Institutional Advancement, stated that there is not current data on that. She will review this and include a comparative to pre-covid enrollment. Trustee Thetford would also like to know how this compares to pre-COVID numbers.

Ms. Armstrong clarified that they reached out to 1,500 students. This does not mean that 1,600 did not return. It just means that they had not enrolled as of January 4. Trustee Thetford stated she still does not understand. Ms. Armstrong stated that there

were still 10 days to the start of classes where the students still had an opportunity to register.

Mr. Hebert stated, of the 1,600 that were contacted, 400+ came back. Of those that did not come back, they are working to retrieve that data. He shared that there will be an in-depth report at the April Board meeting.

Trustee Thetford referenced the increase at Heartland in enrollment. Ms. Armstrong stated it was due to Early College enrollment. Trustee Thetford would like to know their overall enrollment numbers. Chair Davis shared enrollment data from the ICCB website noting that Heartland is at 4,659. She shared this data is readily available on the ICCB website and overall enrollment is down for community colleges.

Trustee Lamb shared that Heartland has some new programs that could be driving some enrollment increases. She also stated there are some programs that are in competition with ICC classes. Dr. Quirk-Bailey reminded the Board that enrollment numbers at ICC really increased when the Early College program was started four years ago.

Trustee Cannon views this as a glass half full situation. If the College is intentional and recruits in the community areas where there is opportunity. Dr. Quirk-Bailey stated that what they also need to work on over the next year is the measure of just credit students in terms of who we are serving and how they are being served. It becomes less and less complete as a full picture. We need to not just look at credit but also need to include grant programs. As the College continues to change to serve the community, the other two buckets will continue to grow and represent part of the outreach and what the College is doing to serve.

#### **6.4 Innovation Fund - Second Quarter Update (Ed Babcock)**

No questions.

#### **6.5 Peoria County Racial Disparities Data for African Americans (Arnitria Shaw)**

Arnitria Shaw provided a report on racial justice. The goal is to use the document to increase and bring awareness of the community that we serve. There is also historical context to understand how these situations came about which can help bring about systemic change. The final version will be printed soon and shared out with the community to bring everyone on the same page to close up some of these disparities.

Trustee Thetford appreciated the report, especially the graphical representations. She stated that there are some issues in the report and offered to share that feedback with Ms. Shaw prior to the final printing of the report.

Trustee Byrd shared this is great information and likes the intentional move to include historical data. She noted that some of the data is old and asked if there was newer

data available. Ms. Shaw stated some of the data is only collected on a cohort level, similar to the census. Trustee Byrd would like to see a paragraph at the beginning so everyone can understand why older data is being used.

Trustee Cannon stated the report is powerful and appreciates the fact that the College is looking to partner in the community.

Chair Davis stated that she fully supports this report but noted that there are a lot of students that are of poverty that are not minorities. She does not want them to lose out on opportunities and shared that she feels they are sometimes a forgotten population.

Ms. Shaw shared that TRiO is a great program that accepts students of all backgrounds/categories so asked that everyone share information on that resource.

Trustee Thetford stated that there is some data that is turned around as well as some editing errors. She is happy to provide details so it can be updated in the final copy.

Trustee Byrd noted that some of the data is over six years old or more so presumes there is an opportunity to update that. Ms. Shaw confirmed yes but noted that some of the data is only collected on a cohort basis. Trustee Byrd suggested a paragraph be included at the beginning of the report to explain why older data is being referenced.

Chair Davis appreciated the report but also noted that there are a lot of students of poverty that are not minorities. She does not want that population to lose out on opportunities as she feels this is a forgotten population at times.

Further discussion ensued.

### **7.1 2021-2022 Faculty Tenure Recommendations (Trustee Thetford)**

Trustee Thetford first congratulated the tenure candidates and shared a brief summary for each. Trustee Thetford moved to approve 2021-2022 Faculty Tenure Recommendations as presented. Vice Chair Daniels seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded "Aye": Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Raena Holloway, and Diane Lamb. "Nay": None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

### **7.2 Appointment of Auditors (Vice Chair Daniels)**

Vice Chair Daniels moved to approve the Re-Appointment of Auditors as recommended. Trustee Cannon seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded "Aye": Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd,

Raena Holloway, Diane Lamb, and Gale Thetford. "Nay": None. Absent: Dr. Bettsey L. Barhorst. The motion passed.

**Unfinished Business:** None.

**New Business:** None.

### **Closed Session**

Chair Davis noted the Board will take action on agenda item 11.0 after closed session.

At **6:57** 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 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, Gale Thetford, and Carl Cannon. "Nay": None. Absent: Dr. Bettsey L. Barhorst. 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 6:57 p.m. to 7:13 p.m.

### **(Closed Session)**

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

At 8:09 p.m., Chair Davis entertained a motion to adjourn the closed session and resume open session. Trustee Cannon moved to adjourn the closed session and resume open session. Trustee Byrd 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, Gale Thetford, and Carl Cannon. “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed unanimously.

**Resolution 2022-01 A resolution of Illinois Community College District #514 Releasing Minutes of Closed Session.**

Vice Chair Daniels entered a motion to say BE IT HEREBY RESOLVED by the Board of Trustees of Community College District No. 514 of Peoria, Tazewell, Woodford, Marshall, McLean, Bureau, Livingston, Logan, Mason, and Stark Counties, Illinois (the “College”) that, in accordance with the Illinois Open Meetings Act, the College has reviewed the Minutes of all Closed Sessions and Executive Sessions and has determined that the Minutes of the Meetings held on the following dates no longer require confidential treatment and are available for public inspection and noted each of the dates of meeting minutes to be opened. The need for confidentiality as to the Minutes of all other Closed Sessions or portions of the above not specifically authorized to be released continues, but will be reviewed in subsequent months.

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

**Adjournment (Open Session)**

At 8:14 p.m., Chair Davis entertained a motion to adjourn open session. Vice Chair Daniels moved to adjourn open session. Trustee Lamb seconded the motion. Chair Davis requested a roll call vote and the following responded “Aye”: Cindy Byrd, Raena Holloway, Diane Lamb, Gale Thetford, Carl Cannon, Kelly Daniels, and Paula Davis “Nay”: None. Absent: Dr. Bettsey L. Barhorst. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on March 17, 2022, in the Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees