

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees Minutes
January 20, 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 Student Trustee Holloway to lead the audience in the Pledge of Allegiance. Chair Davis asked the Secretary to call the roll and Carl Cannon, Paula Davis, Raena Holloway, Diane Lamb, and Dr. Bettsey L. Barhorst were present. Absent: Kelly Daniels, Gale Thetford. Late: None. Attending remotely: Cindy Byrd.

Chair Davis invited a motion to allow Trustee Byrd to participate by electronic means due to personal illness or disability pursuant to Section 7(a) of the Open Meetings Act. Trustee Cannon motioned to allow Trustee Byrd to participate in the Board of Trustees meeting remotely. Trustee Barhorst seconded the motion. Chair Davis asked the Secretary to call the roll and the following Trustees responded "Aye": Paula Davis, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, and Carl Cannon. "Nay": None. Absent: Kelly Daniels, Gale Thetford. The motion passed.

Recognition:

Dr. Sheila Quirk-Bailey, President, invited Dr. Jill Wright, Associate Vice President of Assessment and Accreditation, to provide an update on the Canvas Learning Management System. Dr. Wright shared that this system was approved in June of 2021 and was piloted beginning August 2021, which included 37 courses and 578 students using Canvas.

Dr. Wright recognized the faculty that participated in this pilot including Anita Tuccillo, Dan Kelly, Dustin Weis-Fisher, Bradley Rose, Elizabeth Baldrige, Jen Hopp, Jen Richrath, Jen Fenner, Corinne Brown, Mary Phelps Clayton, and Kari McGinnis. She formally recognized Julie Clemens, full-time faculty, Arts & Behavior Sciences, and Danette Bartelmay, Tutor in the Academic Support Center, who was using Canvas to deploy writing tutoring. The pilot was managed by the Teaching & Learning Center under the direction of Fallon Allison and Jeff Maston. Dr. Wright shared an update as well as student comments regarding the Canvas platform. For the Spring 2022 semester, over 300 courses are being deployed in Canvas and over 80 faculty will pilot the program before going to full deployment in the summer of 2022.

Hearing of Citizens: None

Conflict of Interest: None

Consent Agenda

Chair Davis asked for a motion to approve the consent agenda. Trustee Byrd stated she would like to have a correction to both the December open and closed session minutes referencing the public apology - the date should be October 21. Trustee Barhorst moved to

approve the Consent Agenda as corrected including Minutes of the Open Session and Closed Session of the Regular Monthly Meeting on December 9, 2021, the Personnel Report, the Purchase Report, and Monthly Bills for December 1 - 31, 2021. Trustee Byrd 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, and Paula Davis. “Nay”: None. Absent: Kelly Daniels, Gale Thetford.

Trustee Lamb had several questions.

1. Personnel Report – Trustee Lamb stated she was happy to see promotions from within the College. She asked what the Director of Tutoring will do. Dr. Quirk-Bailey stated that the College received a grant to provide tutoring to local school districts to help students catch up in learning that lagged behind during the pandemic. ICC is hiring a person from the high school system that will manage the grant so ICC will be leveraging tutoring through those systems. This is part of a federally funded project that ISU applied for. ICC was asked by the ICCB to be a coordinating partner with ISU on this grant.
2. Purchase Report – Trustee Lamb questioned the elevator purchase and asked if there was any price negotiation. Bruce Budde, Executive Vice President of Administration & Finance / Treasurer, shared that, when the College purchases through the consortium, the College receives preferred pricing. The College does consider pricing factors. Additionally, there is an effort to provide consistency with the other elevators. The consortium realizes discounts due to the high-volume purchase. He stated that he believes that the College is getting the best price possible.
3. Purchase Report - Midwest Engineering. Trustee Lamb asked what the actual project cost would be. Mr. Budde reminded the Board that this project is part of the Life Safety projects. Trustee Lamb confirmed that the design engineers also oversee the actual construction.

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on December 9, 2021. Minutes of the Closed Session of the Regular Monthly Meeting on December 9, 2021.

Personnel Report

New Hires:

Name	Effective Date	Position
------	----------------	----------

Kristan Creek	12/13/2021	Coordinator - Corporate Education
Kendra Moultrie-Belk	01/04/2022	Coordinator - Access Services
Chatea Green	01/04/2022	Director - Illinois Tutoring Initiative
Brandi Watson	01/04/2022	Full-Time Housekeeper
Rachael Austin	01/24/2022	Coordinator - Web Content
Cathy Konrad	01/24/2022	Full-Time Test Proctor
Mason Wieman	01/24/2022	Coordinator - Media Services

Change of Status:

Name	Effective Date	Position	
		From	To
Dustin Zimmerman	12/01/2021	Financial Assistance Advisor	Coordinator-VA & FA
Christine Weber	12/01/2021	Associate II - HRIS	Coordinator - HR
Bonnie Frakes	12/26/2021	Associate I - Benefits & Leaves	Associate I – Human Resources
Amanda Nordstrom	01/01/2022	Coordinator - GED Bridge & Solar	Coordinator - Workforce Development
Martin Lynch	01/01/2022	Adjunct Faculty	Interim Manager - PAC
Tyler Smith	01/01/2022	Adjunct Faculty	Faculty-DPET

Separations:

Name	Hire Date	Position	Effective Date
Shanzida Khandaker	12/03/2018	Administrative Assistant II-Educational Foundation	12/11/2021

Janis Hamas	08/01/2018	Temporary Full-Time Faculty	12/16/2021
Ann Banks	01/01/2017	Manager - Workforce Development	12/21/2021
Kim Malcolm	06/27/2001	Manager - Compensation	01/01/2022
Ethan Hedman	08/01/2012	Coordinator - Academic Support	01/08/2022

Retirements:

Name	Hire Date	Position	Effective Date
Terry Paluska	09/20/2010	General Housekeeper	01/08/2022
Thomas Larson	10/15/2012	Campus Police Chief	02/01/2022

Purchase Report

BID ITEMS TO BE APPROVED FOR AWARD

<u>Division</u>	<u>Bid</u>	<u>Vendor</u>	<u>Award</u>
Facilities	AUTOMATIC DOOR HARDWARE	Thompson Electronics Company	<u>\$ 90,374.23</u>

DIRECT PURCHASES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	REPLACEMENT WORK FOR ELEVATORS #2 AND #6	Kone, Inc.	<u>\$ 238,036.00</u>

PROFESSIONAL SERVICES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	ARCHITECTURAL AND ENGINEERING SERVICES FOR AIT HVAC/AHU RENOVATIONS	Midwest Engineering Professionals	<u>\$ 121,700.00</u>
Information Technology	SECURITY ARCHITECTURE REDESIGN CONSULTING	Burwood Group, Inc.	<u>\$ 39,635.00</u>

DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Enterprise Systems	ENTERPRISE WORKFORCE TIMEKEEPING SYSTEM	Kronos	<u>\$ 38,500.00</u>

Bills Including Conference and Meeting Expenses

Business Unit: ICCOL
Payment Dates - From 01.DEC.2021 to 31.DEC.2021

<u>Description of Fund</u>	<u>Amount</u>
Education Fund	3,185,472.97
Operations and Maintenance Fd	477,128.81
Oper and Maint Fund (Restrict)	27,061.78
Auxiliary Fund	397,808.39
Restricted Fund	1,018,501.51
Audit Fund	14,315.69
Liab, Protect and Settlement Fd	456,512.33
TOTAL FOR ALL FUNDS:	<u>\$5,576,801.48</u>

Board of Trustees Chair Report

Announcement: Chair Davis welcomed everyone back.

ICCTA Report: Trustee Lamb had no report but did say there are several bills that are being worked on that could impact ICC.

Legislative Committee Report: None.

Student Trustee Report

Student Life is elated to take on the new year and to provide students with new opportunities!

January 15 - 21: Student Life hosted Welcome Days, which included activities such as class schedule tours, Ask Me Stations, tables of ICC student resources, student organizations and more!

January 26: Student Life will host the Student Organization Showcase, where students can walk around and speak to student groups to find out how to get involved.

President's Report

Student Success Story: Dr. Quirk-Bailey shared a student success story about Bree and the TRiO Program.

Report:

Enrollment remains down from projections. Classes began this week. The Trustees will be provided a detailed enrollment report in February. Dr. Quirk-Bailey shared that the top line numbers stating enrollment is down: credit hours are down 8 percent; head count is down 4 percent.

The largest decline continues in general education and in the undergraduate students in the 17-to-20 age group. Early College continues to increase. She referenced a recent ICCTA article and shared that ICC's competition is no longer a university; the competition is now nothing. Students are just not pursuing higher education.

COVID-19 Testing – Testing will resume on Monday with the current vendor and the College is exploring other opportunities for back-up plans.

WEI - The WEI model is proving to be a successful methodology for achieving outstanding enrollment and completion. Program participants of poverty are outperforming Illinois and national performance data. She shared the outcomes stating 3,200 enrolled, which was

131 percent of goal, and 2,526 of those enrolled earned a credential. The goal was for 60 percent of those enrolled to be African-American students. The actual number was 75 percent. The goal of 60 percent completing a credential was met. Another goal for at least 60 percent of those completers to get a job at 30 percent over the living wage in their region was exceeded at 65 percent.

She shared that the comparable rate for African Americans is 29% for completion (AACC, July 2020). WEI students have a 60% completion rate (31 points higher), which was achieved in one year. This program is starting to achieve national attention, and ICC was invited to present a spotlight session at the Achieving the Dream Community College Conference to share ICC's methodology and outcomes.

Dr. Quirk-Bailey shared that Paula Nachtrieb, Executive Director of Workforce Development, started these programs from the ground up. Dawn Koeltzow, Workforce Equity Project Director, runs this program across the 17 community colleges in the state.

Career & Technical Education Booklet - Dr. Quirk-Bailey highlighted the Career and Technical Education (CTE) informational booklet that is now available. Trustee Barhorst and Trustee Cannon would like additional copies of this booklet to share in the community.

Treasurer's Report

Mr. Bruce Budde, Treasurer, provided an overview of the Treasurer's Report, indicating that financial results are tracking as they have in the past.

Revenues are below budget due to enrollments being lower than targeted. This is partially offset by corporate property replacement tax coming in stronger than expected. The expenditure variances are very favorable due in large part to lower expenses as related to lower enrollment. Revenues are showing a positive variance in real estate taxes and corporate property replacement taxes.

The expenditures are showing positive variances across the board, primarily reflective of salaries and due in part to the timing of replacing the positions. The positive variance in benefits is reflective of the lower head count. The health claim activity is also trending in a favorable way, which is influenced by elective procedures being deferred. Other favorable variables are due in part to timing.

Trustee Lamb asked about the budget excess. Mr. Budde stated that this budget was reliant on \$3.7 million of CARES Act funding to balance the budget. While the budget is showing 12 percent favorable, some of the variances will decrease over time and become closer in line with the budget. If the CARES Act dollars are not all leveraged, the dollars can be carried over. He did warn that it will be very important to look carefully at future budgets and understand what the budget should look like to be sustainable.

Trustee Lamb asked how they deal with an excess such as this. Mr. Budde stated that the five-year expense analysis helps to better understand how a budget will look within the year and how to manage expenditures from month to month and from year to year.

Trustee Lamb referenced the 50 open positions and asked if the College is short on personnel. Mr. Budde confirmed that ICC's position is similar to that of other colleges. He noted that moving the minimum wage up is going to make the College much more competitive to attract quality candidates.

Trustee Lamb asked if there are enough faculty to cover classes, and Mr. Budde assured her there are.

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

Informational Items:

6.1 FY 2022 Institutional Operational Plan – Second Quarterly Update* (David Cook).

Chair Davis noted that the informational item was presented as a video and asked if anyone had questions.

Trustee Lamb asked about Objective 5 - hiring a change management manager and asked what that position will do. Dr. Quirk-Bailey shared that there are now 30 change management practitioners as part of the ADKAR process. The goal is to have a person manage that team as well as the project management office to help employees with change as well as manage all of the project management pieces. This office would be a resource across the institution for change management and projects for all the major initiatives. SQB offered to meet with Trustee Lamb to provide an overview of this process. Dr. Quirk-Bailey reminded the Board that the change management professionals are all current employees that stepped up to learn how to be change management professionals. They need support and guidance as this is a new role for them.

Trustee Lamb asked about Objective 11 – technology master plan. She asked that David Cook keep the Trustees up to date on this. Mr. Cook stated he would, and he reminded the Board that Al Butler, Chief information Officer, is the author of this plan.

Trustee Lamb asked how the first semester module would work. Dr. Quirk-Bailey stated that the way this module has been designed to work is that faculty can use it in the week that curriculum is being reviewed. Students would work online, and faculty would debrief in class so they can start weaving this into general education classes typically taken in a student's first semester. Students did not want to take an extra class, so the curriculum tools are being developed in ways that make it very easy for faculty to leverage in the large

general education classes. Chair Davis provided further explanation based upon her experience.

Trustee Byrd asked about Objective 13 and the missed target date section. She asked if it is only applied science programs being reviewed or will AA programs be reviewed in spring of 2022. Mr. Cook, Executive Director of Planning & Institutional Research stated the initial focus is on career and technical education programs.

7.1 Workforce Sustainability Center - United States Department of Economic Development Administration (“EDA”) mortgage agreement requirement. (Trustee Barhorst)

Trustee Barhorst moved that the Board of Trustees approve the Workforce Sustainability Center - United States Department of Economic Development Administration (“EDA”) mortgage agreement requirement as presented. Trustee Lamb seconded the motion. Chair Davis asked for a roll call vote and the following Trustees responded “Aye”: Dr. Bettsey L. Barhorst, Carl Cannon, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb. “Nay”: None. Absent: Kelly Daniels, Gale Thetford.

Mr. Budde stated this is not a traditional mortgage and does not have a traditional accounting impact. This event only triggers if the asset is transferred or sold. In that event, the College would be obligated to pay the portion back that came from federal funding. It is the financial vehicle that the EDA requested the College to put in place to recognize their contribution and that the College has an obligation should the asset transfer or be sold for any reason. It is designated just for the building property itself.

Trustee Lamb asked if this has to be reported. Mr. Budde stated that there is an initial reporting process and then transfers to a periodic outcome reporting.

Unfinished Business: None.

New Business: None.

Closed Session

Chair Davis noted the Board will not take action on agenda item 11.0 after closed session. That item is deferred to the February Board meeting due to Trustee absences.

At 6:07 p.m., Chair Davis entertained a motion for closed session. Trustee Cannon 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”: Carl Cannon, Paula Davis, Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst. “Nay”: None. Absent: Kelly Daniels, Gale Thetford. 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 6:12 p.m. to 6:22 p.m.

(Closed Session)

Adjournment (Closed Session)

At 6:32 p.m., Chair Davis entertained a motion to adjourn the closed session and resume open session. Trustee Barhorst moved to adjourn the closed session and resume open session. Trustee 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, and Carl Cannon. “Nay”: None. Absent: Kelly Daniels, Gale Thetford. The motion passed unanimously.

Adjournment (Open Session)

At 6:33 p.m., Chair Davis entertained a motion to adjourn open session. Trustee Cannon, moved to adjourn open session. Trustee Barhorst seconded the motion. Chair Davis requested a roll call vote and the following responded “Aye”: Cindy Byrd, Raena Holloway, Diane Lamb, Dr. Bettsey L. Barhorst, Carl Cannon, and Paula Davis. “Nay”: None. Absent: Kelly Daniels, Gale Thetford. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on February 24, 2022, in the Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees