

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:

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

Change of Status:

Name	Effective Date	Position	
		From	To
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:

Name	Hire Date	Position	Effective Date
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:

Name	Hire Date	Position	Effective Date
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
TOTAL FOR ALL FUNDS:	<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