

**Illinois Central College  
Open Session Minutes of the Regular Meeting  
of the Board of Trustees  
August 17, 2023, 5:00 p.m.  
East Peoria Campus, Founders Room 211A**

**Budget Public Hearing**

At 5:05 p.m., Chair Thetford called the Budget Public Hearing to order and asked the Secretary to call the roll and Carl Cannon, Kelly Daniels, Cindy Byrd, Leon Belmont, and Gale Thetford were present. Absent: Alma Brown and Diane Lamb.

**Citizens' Comments**

There were no citizen comments.

**Adjournment** (Budget Public Hearing)

At 5:07 p.m., Chair Thetford entertained a motion to adjourn the Budget Public Hearing session. Trustee Cannon moved to adjourn the session. Trustee Daniels seconded the motion. Chair Thetford requested a roll call vote and the following Trustees responded "Aye": Kelly Daniels, Cindy Byrd, Leon Belmont, Gale Thetford, and Carl Cannon. Absent: Alma Brown and Diane Lamb. "Nay": None. The motion passed.

**Regular Open Session**

At 5:07 p.m., Chair Thetford called the regular meeting to order and asked Student Trustee Belmont to lead the audience in the Pledge of Allegiance. Chair Thetford asked the Secretary to call the roll and Cindy Byrd, Leon Belmont, Gale Thetford, Carl Cannon, and Kelly Daniels were present. Absent: Alma Brown and Diane Lamb.

**Recognition**

The Board is recognizing the students that went to the SkillsUSA competition. Deans Michelle Weghorst and Dana King introduced professors Kim Hawthorne and Kevin Wells, who are the co-advisors of the ICC SkillsUSA. Kim and Kevin introduced students Wyatt Rumbold (gold medalist in HVAC), Noah Wynkoop (gold medalist in DPET), and Dawson Stone (gold medalist in welding). ICC instructors who taught those programs were also introduced: Brian Weaver, Tyler Smith, and John Runser. Three Cisco students also went to Nationals, and all three are dual-credit students with Pekin High School.

**Hearing of Citizens**

None.

**Conflict of Interest**

None.

**Appointment of a Person to Fill Trustee Vacancy**

Trustee Byrd moved that the Board of Trustees appoint Mr. Ron Budzinski as Trustee, to serve out the remainder of the open term through April, 2025. Trustee Cannon seconded the motion. Chair Thetford asked for a roll call vote and the following Trustees responded “Aye”: Cindy Byrd, Leon Belmont, Gale Thetford, Carl Cannon, and Kelly Daniels. Absent: Diane Lamb and Alma Brown. “Nay”: None. The motion passed.

Mr. Ron Budzinski was sworn into office by ICC legal counsel, Rick Joseph.

**Consent Agenda**

Chair Thetford asked for a motion to approve the Consent Agenda. Trustee Byrd moved to approve the Consent Agenda including the minutes of the Open Session of the Regular Monthly Meeting on July 20, 2023, the minutes of the Closed Session of the Regular Monthly Meeting on July 20, 2023; the Personnel Recommendations; the amended Purchase Recommendations; and Monthly Bills for July 1-31, 2023, which includes conference and meeting expenses. Trustee Daniels seconded the motion.

There are some corrections needed to the open session meeting minutes from July 20, 2023. Trustee Byrd requested to have her name spelled correctly under ‘5.1 – Treasurer’s Report; Roll Call’, and ‘7.1 – FY2024 Institutional Operational Plan Summary; Roll Call’, and also requested more information/detail be added to the recognition piece for Phi Theta Kappa and Future Business Leaders of America.

Chair Thetford asked for a roll call vote and the following Trustees responded “Aye”: Gale Thetford, Carl Cannon, Kelly Daniels, Ron Budzinski, Cindy Byrd, and Leon Belmont. Absent: Diane Lamb and Alma Brown. “Nay”: None. The motion passed.

**Minutes**

Minutes of the Open Session of the regular monthly meeting on July 20, 2023, and the minutes of the Closed Session of the regular monthly meeting on July 20, 2023.

**Personnel Recommendations**

Name	Effective Date	Position	Status
Jessica Lax	8/07/23	Administrative Assistant – Corporate & Community Ed	Replacement – Corporate & Community Ed Budget

Education:

- Illinois Central College, E. Peoria, IL – Associate Degree: Graphic Design

### Work Experience:

- Administrative Assistant/Licensed Producer – Country Financial Insurance Company – Peoria, IL
- Office Assistant – Career Link/Illinois WorkNet Center – Peoria, IL

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>	<b>Status</b>
Cassandra Schurter	8/21/23	Manager – IL Tutoring Initiative	New position – Grant Funded (IL Tutoring Initiative)

### Education:

- Western Illinois University, Macomb, IL – Bachelor's Degree: Arts

### Work Experience:

- Literacy Aide – E. Peoria Central Junior High – E. Peoria, IL
- Youth Services Assistant – Fondulac District Library – E. Peoria, IL
- Youth Program Coordinator – Five Points Washington – Washington, IL
- Office Manager/Instructor – Academy of Okinawan Karate – Peoria, IL
- Director – Christ Lutheran Preschool – Peoria, IL

### **Change of Status**

<b>Name</b>	<b>Effective Date</b>	<b>Position</b>		<b>Status</b>
		<b>From</b>	<b>To</b>	
Cal Braun	8/01/23	Specialist – Access Services	Coordinator – Access Services	Replacement – Access Services Budget
Elizabeth Godinez	8/01/23	Coordinator – International Students	Temporary FT Faculty - BLIS	Replacement – BLIS Academic Budget
Jessica Bastian	8/14/23	Coordinator – Faculty Development	Web Content Administrator	Replacement – Marketing Budget
Melissa Valen	9/01/23	Admissions Representative	Instructional Designer	New Position -Grant Funded (IT Accelerator/Good Jobs Grant)

## Separations

Name	Hire Date	Position	Effective Date
Tina Robertson	7/03/23	Housekeeper	7/18/23
Wendy O'Hanlon	8/01/15	Professor	7/31/23
James Adams	7/18/22	Lead Coordinator/Instructor (Solar Workforce Training Grant)	8/10/23
Jill Blair	3/25/19	Project Director, Title III	8/25/23
Vernon Johnson	11/11/19	Family Resource Navigator (Peoria Cradle to Career Grant)	8/31/23

## Retirements

None to report.

## Purchase Recommendations

### ILLINOIS CENTRAL COLLEGE Purchase Report August 17, 2023

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.

Each bid is publicly solicited in the Peoria Journal Star, BidNet, ePrismSoft, and the College Website ([icc.edu/purchasing](http://icc.edu/purchasing).) BidNet and ePrismSoft are two third-party entities that the College subscribes to in order to outreach and promote competitive procurement opportunities nationally and target minority-owned businesses. Construction bids are not solicited nationally via BidNet or EPrismSoft due to the locality of the work and because Bidding Documents, Drawings, and Project Manuals are on file and available upon request from the project's A&E firm.

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.

### NO BID ITEMS TO BE APPROVED FOR AWARD

ILLINOIS CENTRAL COLLEGE  
Supplemental Purchasing Information  
August 17, 2023

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>	<u>Page</u>
<u>DIRECT PURCHASES</u>				
Workforce/ Diversity	WEI STATEWIDE VIDEO PROJECT	Mouve Film	<u>\$ 205,400.00</u>	1
Facilities	3D WAYFINDING & DIGITAL SIGNAGE	CTI	<u>\$ 44,047.07</u>	2
<u>DATA PROCESSING EQUIPMENT, SOFTWARE, AND TELECOMMUNICATIONS</u>				
Enterprise Systems	ACADEMIC SUPPORT SOFTWARE	Coursedog	<u>\$ 75,000.00</u>	3
<u>PROFESSIONAL SERVICES</u>				
Workforce/ Diversity	WEI COACH CONSULTANTS	GEC Global Educational Consultants	\$ 66,800.00	4
		Rebecca Lake Consulting, LLC	\$ 31,200.00	
			<u>\$ 98,000.00</u>	
Institutional Effectiveness	CONTRACT INCREASE FOR INSTITUTIONAL EFFECTIVENESS CONSULTANT	Friesenborg and Associates, LLC	<u>\$ 25,152.00</u>	5

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

Payment Dates - From 07/01/2023 to 07/31/2023

<u>Description of Fund</u>	<u>Amount</u>
Education Fund	4,457,225.60
Operations and Maintenance Fd	544,991.89
Oper and Maint Fund (Restrict)	546,538.34
Auxiliary Fund	489,405.14
Restricted Fund	929,432.68
Audit Fund	4,458.82
Liab,Protect and Settlement Fd	492,336.68
<b>TOTAL FOR ALL FUNDS:</b>	<u>\$7,464,389.15</u>

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

#### ***Announcements***

None at this time.

#### ***Decennial Committee Report***

The first meeting of the Decennial Committee was today, prior to this Board meeting. The next Decennial meeting will be November 16, 2023, prior to the regular Board meeting. The committee is comprised of the ICC Board of Trustees, Dr. Sheila Quirk-Bailey, and two citizens: Julie Issa-Ghantous and Doug Stewart.

## ***ICCTA Report***

Information was provided by Trustee Byrd for the next ICCTA meeting which will be held September 8 and 9 in Springfield, Illinois, at the Crowne Plaza. There's a separate schedule and meeting for the President's Council. These meetings are open to any Trustee that would like to attend. If anyone would like to attend the meeting, please notify Trustee Byrd and Chair Thetford.

## ***Legislative Committee Report***

There isn't a report for this month.

## ***Student Trustee Report***

Student Life has been preparing for the approaching academic year with important resources and activities to help incoming and returning students.

August 12<sup>th</sup>: Student Life has been busy planning New Student Orientation. This is expected to be their largest yet. This is the last scheduled orientation heading into the fall semester. Student Trustee Belmont will bring event attendance numbers back to the September meeting.

August 19<sup>th</sup> - August 25<sup>th</sup>: Student Life is hosting Welcome Days. This is a week-long event featuring various activities from campus groups. It kicks off on August 19 with student leaders assisting students in locating their classes. The week will end on August 25 with CAB (Campus Activities Board) and Campus Housing hosting a luau for students to meet others and enjoy some food and the pool. This will be the final event of the welcome days.

August 28<sup>th</sup> - 31<sup>st</sup>: PTK (Phi Theta Kappa) will be kicking off their college project by promoting the Guardian App to incoming and returning students.

## ***President's Report***

### ***Student Success Report***

The student success report was on Julie, a 2023 graduate who started her career at ICC in 1979.

## ***Report***

Celebration of Learning: 'Wow' was the consensus as enrollment is up. Many people on ICC Campuses are proud of the achievements of the recently completed strategic plan and are excited about the new strategic vision. Our transfer students finally have the guarantees they have always deserved for the transferring of their courses. The ICC Leadership messages were interconnected and positive, and the student panel was amazing. There has been wonderful event attendance at events like the all-College picnic, and the hope is future events continue to have high attendance rates. There is also a talk

show tomorrow morning featuring many leaders of the College, and all Trustees have been invited.

In the purple folders, the FY23 Institutional Accountability Report has been added. Over the last year, there have been many accomplishments, including:

- A new collaboratively constructed strategic plan.
- A significant 10-point increase in our three-year graduation rates among our AA students.
- Major reductions over the five-year plan in developmental placement rates including a 66% reduction in developmental math placements, 15% in developmental English placements, and 59% reduction in students placing into both.
- There are new programs in sonography, construction and a precision ag certificate.
- The College has served over 1,000 individuals of poverty over four years with completion rates that are double the national average through WEI.
- The new workforce Sustainability Center has opened.
- The transition to Canvass was completed.
- ICC received the \$15 million Good Jobs Grant to certify 1,000 students in IT.
- Implemented a new website with targeted digital marketing, and integrated everything together so students can find information about the program on the website.
- There are also four new TV ads that are focused on alumni and students.
- Received over 13 major regional and national outcomes for ICC student groups, organizations and teams, including national championships.

There is a new strategic planning brochure that has been given to all Trustees, and the back of the brochure acknowledges this Board's approval of the plan.

The new Faculty Forum President was in attendance and was introduced. Todd Fortier is a professor from automotive.

### **Treasurer's Report for July 2023**

Unaudited results have been provided for the end of the fiscal year and reflect a favorable position, as previously discussed. The revenue trend held throughout the year. We underachieved for overall enrollment but was offset by the favorable CPPRT, return on investments, due to higher interest rates. Health claim activity was also down, driving a favorable variance in Benefit expenses. There were strategic investments and transfers at year end that kept the College right at the fund reserve balances of 40%. HEERF reserves were not used and will be available for future years, as well as funding capital projects and the Innovation Fund.

Trustee Cannon moved that the Board of Trustees approve the Treasurer's Report as presented. Trustee Byrd seconded the motion. Chair Thetford asked for a roll call vote and the following Trustees responded "Aye": Gale Thetford, Carl Cannon, Kelly Daniels, Ron Budzinski, Cindy Byrd, and Leon Belmont. Absent: Alma Brown and Diane Lamb. "Nay": None. The motion passed.

## **Informational Items**

### ***7.1 Innovation Fund – 4<sup>th</sup> Quarter Update (Ed Babcock)***

Within the report that was provided, items 93 and 95 were a duplication with the same amount, and will be adjusted for the final report.

### ***7.2 Institutional Accountability Report (Dr. Kari Schimmel)***

This report is annual, summarizes the outcomes, and is just for informational purposes. There are some very notable achievements that have been brought out in this report. For example, the three-year graduation rate among African American students has gone up, so has the developmental math rate. The skill gap has gotten extremely small and there is equalization. There was a lot of work on the College programs in order to have these kinds of outcomes.

### ***7.3 Benefits Navigator: Response to SNAP Inquiry (Dr. Jon C. Neidy)***

The information is being presented to the Board based on a question that was received last month. The information that was presented was what the Board was looking for; however, there was a request for continued information going forward. There are many metrics that go along with this information, so each quarter (starting in October) a report will be provided that will show detail in the metrics and the number of students that are being helped. If we can return something in October, we can include the information on the use of the emergency fund from the Foundation.

### ***7.4 Mental Health Early Action on Campus Act Expert Panel (Dr. Jon C. Neidy)***

This item will have action at September's meeting as it will be voted on. The candidates that have been identified are very well credentialed.

## **Action Items**

### ***8.1 Resolution 2023-08 – Adoption of Final Budget (Bruce Budde)***

Slides were presented that showed the specific changes between the tentative and final budget. Revenue was increased from the tentative to the final budget for tuition revenue budgeting a 5% increase and for CPPRT. Salaries are up, but the increase is due to a market adjustment for the compensation for adjunct faculty. CPPRT is still a concern and will be reviewed throughout the year. ICC will be dependent on leveraging HEERF funds to balance the budget.

Due to the reduced charge for dual credit, the enrollment increase is always larger than the budget increase.

The administration has worked towards filling positions that are vital to the College. The positions that were grant funded that are no longer grant funded are now included in



operations and critical to student success going forward. The new allocation of CTE funds will be used to support the Associate Dean positions.

Trustee Daniels moved that the Board of Trustees approve Resolution 2023-08, the adoption of the final budget, as presented. Trustee Budzinski seconded the motion. Chair Thetford asked for a roll call vote and the following Trustees responded "Aye": Carl Cannon, Kelly Daniels, Cindy Byrd, Leon Belmont, Gale Thetford, and Ron Budzinski. Absent: Alma Brown and Diane Lamb. "Nay": None. The motion passed.

### **Unfinished Business**

Updated documents for the Trustee's handbooks can be found in the Trustee's purple folders.

As a reminder, the ICCTA Leadership Training has to be completed before the end of 2023. Training can be completed online, or Trustees may contact Board Secretary Megan Archdale for DVDs of the training.

### **New Business**

None

### **Closed Session**

At 6:31 p.m., Chair Thetford entertained a motion for closed session. Trustee Byrd moved that the Board of Trustees conduct a closed session to discuss the following matters:

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 Daniels seconded the motion. Chair Thetford requested a roll call vote and the following Trustees responded "Aye": Kelly Daniels, Ron Budzinski, Cindy Byrd, Leon Belmont, Gale Thetford, and Carl Cannon. Absent: Alma Brown and Diane Lamb. "Nay": None. The motion passed.

A break was taken from 6:31 p.m. to 6:47 p.m.

(Closed Session)

**Adjournment** (Closed Session)

**Adjournment** (Open Session)

At 7:04 p.m., Chair Thetford entertained a motion to adjourn open session. Trustee Cannon moved to adjourn open session. Trustee Byrd seconded the motion. Chair Thetford requested all Trustees in favor say 'Aye' and the following responded: Ron Budzinski, Cindy Byrd, Leon Belmont, Gale Thetford, Carl Cannon, and Kelly Daniels. All opposed that responded "Nay": None. Absent: Alma Brown and Diane Lamb. The motion passed.

The next meeting of the Illinois Central College Board of Trustees will be on September 21, 2023, on the East Peoria Campus in Founders Room 211A, as well as virtually via Zoom.

Megan Archdale, Secretary to the Board of Trustees