

Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees Minutes
May 19, 2022, 5:00 p.m.
Pekin Campus, Room 201

At 5:01 p.m., Chair Daniels called the regular meeting to order and asked Trustee Davis to lead the audience in the Pledge of Allegiance. Chair Daniels asked the Secretary to call the roll and Kelly Daniels, Paula Davis, Cassie Keller, Diane Lamb, Cindy Byrd, Dr. Bettsey Barhorst, and Gale Thetford were present. Remote: Carl Cannon. Absent: None. Late: None.

Remote Attendance:

Chair Daniels invited a motion to allow Trustee Cannon to participate by electronic means due to personal illness or disability 7(i) of the Open Meetings Act. Trustee Davis motioned to allow Trustee Cannon to participate in the Board of Trustees meeting remotely. Trustee Byrd seconded the motion. Chair Daniels asked the Secretary for a roll call vote and the following Trustees responded “Aye”: Kelly Daniels, Paula Davis, Student Trustee Cassie Keller, Cindy Byrd, Diane Lamb, Bettsey Barhorst, and Gale Thetford. Absent: None. Abstained: Carl Cannon. Absent: None. The motion passed.

Recognition:

Dr. Sheila Quirk-Bailey, President, invited Michelle Weghorst, Dean of Business, Legal, and Information Systems (BLIS), to speak about projects that students are working on under Dr. Lisa Snow, Adjunct Faculty in BLIS and the Criminal Justice Program. One of these projects includes writing a book to hand out to teenage survivors of homicide in Peoria. Further discussion ensued. The students were invited to introduce themselves.

The Board commended the students on their important work and Dr. Snow for leading this work. Trustee Thetford invited them to come to one of the Board meetings so the Trustees could meet the students in person. The Board shared that they would like to read their book when published. Further discussion ensued. Chair Daniels stated that ICC has a great printing department and suggested the College could help print the books.

Dr. Sheila Quirk-Bailey invited Jessica McMullin, Director of Marketing, to share about the student worker program in Marketing. Ms. McMullin provided an overview of the program and shared that this was the first time that the department had student workers across many avenues of work. Student Worker Rachel Derails was recognized for her work in social media. Further discussion ensued. Trustee Thetford would like to see this program extended across the college to enable more students to build their portfolio while getting their degree.

Hearing of Citizens: None

Conflict of Interest: None

Consent Agenda

Chair Daniels noted that the Board received an amended agenda item prior to the meeting and asked for a motion to approve the consent agenda. Trustee Davis moved to approve the Consent Agenda as amended including the Minutes of the Open Session and Closed Session of the Regular Monthly Meeting on April 21, 2022, and Monthly Bills for April 1 - 30, 2022. Student Trustee Cassie Keller seconded the motion.

Trustee Lamb referenced the personnel report and asked about the two police officers leaving after such a short period of time. Mr. Budde provided background on why the officers are leaving.

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

Minutes

Minutes of the Open Session of the Regular Monthly Meeting on April 21, 2022. Minutes of the Closed Session of the Regular Monthly Meeting on April 21, 2022.

Personnel Report

New Hires:

Name	Effective Date	Position
Alex Moore	5/16/22	Admissions Representative
Heather Tharp	6/06/22	Coordinator – Instructional

Change of Status:

Name	Effective Date	Position	
		From	To
Rhonda Bussell	05/01/2022	Student Success Advisor	Coordinator – Transfer/Articulation Agreements
Ann Eads	05/01/2022	Adjunct Faculty	Coordinator – Adult Education Transition

Separations:

Name	Hire Date	Position	Effective Date
Steven Garner	03/11/2019	Campus Police Officer	04/15/2022
Robert H. Buysse	02/03/2020	Campus Police Officer	04/21/2022
Nicholas McMillion	09/13/2021	Coordinator – Communications	04/29/2022
Bonnie Frakes	05/24/2021	Coordinator – Human Resources	05/13/2022
Elizabeth Baldrige	08/01/2007	Professor - Humanities	05/31/2022

Retirements:

Name	Hire Date	Position	Effective Date
Bridget Kelly	06/03/1997	Lead Student Success Advisor	06/30/2022
Jill (Laura) Wright	01/26/1998	AVP – Assessment, Accreditation & Services	06/30/2022
Joan Stokowski	08/14/2000	Professor – Health Careers	07/31/2022
Lee Ann Hohstadt	01/01/2009	Professor – Health Careers	07/31/2022

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

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Facilities	PAVEMENT REPLACEMENT- PHASE VI	Otto Baum Company, Inc.	<u>\$ 975,057.74</u>
Information Technology	GRAPHIC ARTS COMPUTER MONITORS LIFECYCLE REPLACEMENT	CDW-Government LLC	<u>\$ 38,359.00</u>
Print	DUPLO EQUIPMET	Konica Minolta Business Solutions	<u>\$ 37,094.00</u>

DIRECT PURCHASES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
General	EAST PEORIA CAMPUS STUDENT LOUNGE	Allsteel, Inc.	\$ 36,631.11
Institutional	FURNITURE UPDATE	HON Company	12,188.70
		COR Installation	2,825.00
			<u>\$ 51,644.81</u>

PROFESSIONAL SERVICES

<u>Division</u>	<u>Description</u>	<u>Vendor</u>	<u>Award</u>
Enrollment Services	ENROLLMENT INCREASE PROJECT SUPPORT	Inside Track	<u>\$ 43,000.00</u>

Bills Including Conference and Meeting Expenses

Business Unit: ICCOL
Payment Dates - From 01.APR.2022 **to** 30.APR.2022

<u>Description of Fund</u>	<u>Amount</u>
Education Fund	3,265,568.80
Operations and Maintenance Fd	518,827.44
Oper and Maint Fund (Restrict)	91,021.67
Auxiliary Fund	422,300.17
Restricted Fund	702,634.25
Audit Fund	9,746.54
Liab,Protect and Settlement Fd	268,724.84
TOTAL FOR ALL FUNDS:	<u>\$5,278,823.71</u>

Board of Trustees Chair Report: None.

ICCTA Report: Trustee Byrd shared some of the highlights of the advocacy work of the ICCTA:

- Working on building a case for baccalaureate degrees in Illinois.
- Amending language on legislation recently made available in Public Act 102697 for COVID administrative leave.
- ACCT has begun work on putting greater emphasis on student mental health.
- The President-Elect of DuPage College shared her goals for 2022-23, which included elevating the community college image, develop strategic partnerships with economic development agencies, expand the ICCTA online offerings, identifying consortium funding opportunities, and broadening inclusion efforts including neurodiversity.
- Establish new ICCTA committees.
- The ICCTA annual convention will be in held in Chicago on June 10 & 11.

Legislative Committee Report: Trustee Barhorst said while there was no new legislation directly impacting ICC over the last month, there is a bill that impact our region:

HB 4736 creates and funds the Co-Responders Pilot Program, through which police and social service agencies will team up to address the root causes of disturbances and crime. The next six months will see the pilot effort rolled out in four communities: Peoria, Springfield, East St. Louis, and Waukegan.

The law authorizes police responding to calls to take with them social workers and mental health professionals to help evaluate if a person is undergoing a mental health crisis and would benefit from some specific supports or care at a mental health facility. The FY23 budget allocates \$10 million to the pilot program

Student Trustee Report

Student Trustee Cassie Keller stated that Student Life is ecstatic by the hard work of the students' to finish the semester strong and host numerous events.

April 25: PTK (Phi Theta Kappa) members visited Illinois Valley Central High School to collect data for their organization's "College Project."

April 27: Student Life hosted the "Student Leadership Awards" program where students were recognized for their accomplishments throughout the semester and by participating in the Writing Contest. The following students were awarded:

- Creative Writing: 3rd place – Abigail Gillies, 2nd place – Makayla Palm, 1st place – Adia Jordan
- Poetry: 3rd place – Taegan Knetzer, 2nd place – Robert Gailliaert Jr., 1st place – Teagan Osborn
- Research Writing: 3rd place – Taegan Knetzer, 2nd place – Grace Walenta, 1st place – Robert Gailliaert Jr.
- Paul Simon Award: 1st place – Victoria Wiggin
- Outstanding First Year Member: Cassie Keller
- Officer of the Year: Raena Holloway, Phi Beta Lambda & Sigma Kappa Delta
- Student Organization of the Year: Phi Beta Lambda
- Student of the Year: Raena Holloway
- Advisor of the Year: Jennifer Spengler

April 29: SGA (Student Government Association) hosted a carnival for students including free games, popcorn, snow cones, and cotton candy.

May 5: SGA (Student Government Association) held a teambuilding activity at Gone in 60 Seconds where the outgoing and incoming members worked together to escape a room and almost succeeded.

May 5: Campus Housing and Student Life hosted an Open Mic night called “Unsound Musec” where students could perform their talents on the spot.

May 2 – 6: Student Life organized DeStress week with activities each day for students to enjoy before finals week. This week was filled with games, relaxing, and food including a balloon artist, massage chairs, oxygen bar and tacos on Cinco de Mayo.

May 6: PTK (Phi Theta Kappa) members visited Pekin Community High School to survey students for the “College Project.” In total, 373 responses were collected.

May 10: Campus Housing and Student hosted an Ultimate Study Break End-of-Year cookout where students enjoyed games, food, and giveaways.

President’s Report

Student Success Story: Dr. Quirk-Bailey shared a student success story about Michael and the Dual Credit program.

Report:

Dr. Quirk-Bailey provided several updates:

Dr. Quirk-Bailey thanked the Trustees that were able to join graduation. 2,039 students graduated from ICC this year ranging in age from 17 to 65. She thanked the faculty for all their hard work in helping the students to achieve success.

A video was shared of the Workforce Equity Initiative (WEI) program. She recognized Paula Nachtrieb, Executive Director of Workforce Operations, and her amazing team stating they are the statewide leaders on the outcomes of this grant. Further discussion ensued.

Trustee Davis provided a summary of the American Association of Community Colleges (AACC) conferences she and Dr. Quirk-Bailey attended in New York City.

Treasurer’s Report

Mr. Budde provided an overview of the Treasurer’s Report, stating the trend has become even more favorable.

The revenues have turned to the positive. This is largely due to the Corporate Property Replacement tax which has come in much higher than anticipated and has offset tuition/enrollment losses. The revenues are now forecasted to be higher than budgeted for this coming year.

The expenditure side is seeing many positive variances, most of which are driven from favorable variances in salaries 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 \$3.7 million in HEERF dollars will no longer need to be leveraged to balance the budget. The College will have the ability to allocate those dollars in future years. Further discussion ensued. Trustee Thetford stated she would like to see some of the funds used for one-time capitol expenditures that the College has not been in a position to do before. She does want to see \$7.5 million put into the fund reserve as it is already robust. Trustee Byrd stated that she agrees with Trustee Thetford.

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

Informational Items:

Chair Daniels noted that videos for all of the informational items were shared in advance of the meeting.

6.1 Multiple Measures (Joe Bergman, Pete Fandel)

Dr. Quirk-Bailey stated this initiative speaks to the power of cross-functional teams in identifying a barrier and figuring out a solution. This has been raised up as a model in the State of Illinois. This team has done amazing work.

6.2 Innovation Fund Status Quarterly Update (Ed Babcock)

Trustee Thetford recognized Ed Babcock, Controller, for this thorough report. She stated there is not necessarily a need to allocate an additional million to the Innovation fund this year.

Trustee Lamb would like to have a follow up report on how successful the van is doing out in the community.

6.3 New Program: Paramedic Certificate (Dr. Chuck Swaim)

Trustee Thetford would like to have the current pass rates for the EMT certification exam. She is thrilled that these certificates are being established as it removes another barrier. Dr. Chuck Swaim, Executive Vice President of Academic Affairs, stated that it is the faculty and deans that have come together to put these programs together. He noted that this is a quite innovative certificate. Further discussion ensued.

6.4 New Program: Radiology Assistant Certificate (Dr. Chuck Swaim)

No questions. Dr. Quirk-Bailey recognized Dr. Swaim and April Tatham, Professor in Health Careers, for this innovative design of this certificate. This certificate feeds multiple programs. Further discussion ensued. Chair Daniels recognized the speed at which this certificate was developed and thanked the team for their hard work.

Action Items

7.1 Updates to the Bylaws & Administrative Policies of the Board of Trustees (Gale Thetford)

Trustee Thetford moved that the Board of Trustees approve the Updates to the Administrative Policies of the Board of Trustees. Trustee Byrd seconded the motion. Chair Daniels thanked everyone for their work on this committee. Chair Daniels asked for a roll call vote and the following Trustees responded “Aye”: Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller. “Nay”: None. Absent: None. The motion passed.

7.2 Semi-Annual Review of Closed Executive Committee Minutes (Gale Thetford)

Trustee Thetford moved to recommend that all closed session minutes should remain closed at this time. Trustee Lamb seconded the motion. Trustee Davis asked if the issues were resolved on how to handle closed session minutes. Rick Joseph, ICC Attorney, confirmed yes. Chair Daniels asked for a roll call vote and the following Trustees responded “Aye”: Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, and Diane Lamb. “Nay”: None. Absent: None. The motion passed.

7.3 Destruction of Verbatim Recordings for Closed Session Meetings (Gale Thetford)

Trustee Thetford moved to recommend that the destruction of the verbatim recordings for May 21, 2020, June 18, 2020, July 16, 2020, August 20, 2020, September 24, 2020, and October 15, 2020. Trustee Barhorst seconded the motion. Chair Daniels asked for a roll call vote and the following Trustees responded “Aye”: Gale Thetford, Carl Cannon, Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, and Dr. Bettsey L. Barhorst. “Nay”: None. Absent: None. The motion passed.

Unfinished Business:

None.

New Business: None.

Closed Session

At 6:43 p.m., Chair Daniels entertained a motion for closed session. Trustee Thetford 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 appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body (Section 2(c)(1) of the Open Meetings Act);

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

Chair Daniels 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 6:44 p.m. to 6:58 p.m.

Adjournment (Closed Session)

At 8:02 p.m., Chair Daniels entertained a motion to adjourn the closed session and resume open session. Trustee Davis moved to adjourn the closed session and resume open session. Trustee Byrd seconded the motion. Chair Daniels asked for a roll call vote and the following Trustees responded "Aye": Kelly Daniels, Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Dr. Bettsey L. Barhorst, and Gale Thetford. "Nay": None. Remote: Carl Cannon. Absent: None. The motion passed unanimously.

Adjournment (Open Session)

At 8:03 p.m., Chair Daniels entertained a motion to adjourn open session. Trustee Davis moved to adjourn open session. Student Trustee Cassie Keller seconded the motion. Chair Daniels requested a roll call vote and the following responded "Aye": Paula Davis, Cindy Byrd, Cassie Keller, Diane Lamb, Dr. Bettsey L. Barhorst, Gale Thetford, Carl Cannon, and Kelly Daniels. "Nay": None. Absent: None. The motion passed unanimously.

The next meeting of the Illinois Central College Board of Trustees will be on June 16, 2022, in Founders Room 211 on the East Peoria campus as well as virtually via Zoom.

P. Sue Bulitta, Secretary, Board of Trustees