

**Illinois Central College
Open Session of the Regular Meeting of the Board of Trustees
Minutes**

December 15, 2011, 3 p.m.

Room 211A, ICC East Peoria Campus

Trustees Present: Don Brennan
Katherine Coyle
Dr. Robert Ehrich
Tim Elder
David LaHood
Sue Yoder
Student Trustee DeVon Deckert

Trustees Absent: James Polk

Chair David LaHood called the meeting to order and asked the audience to join him in saying the Pledge of Allegiance. The Secretary called the roll, and Don Brennan, Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, Sue Yoder, and Student Trustee DeVon Deckert were present. James Polk was absent.

Recognition

Bruce Budde, Treasurer and Vice President for Administration and Finance, congratulated Marge Clayton, Director of Food Services, and the staff for receiving the 20-Year Sanitation Award of Excellence from the Tazewell County Health Department. Mr. Budde added that not only is the Food Service area clean and safe, but the food is good. The department has established a benchmark for service. Ms. Clayton introduced Laura McCue, Manager of Food Services, and Keith Ingold, Coordinator, Food Services. The Food Services staff members introduced themselves.

Mr. Budde also recognized Ms. Clayton for her retirement on December 31, 2011, with over 24 years of service to the College. Mr. Budde advised that Food Services annually has over \$1.6 million in sales and serves over 350,000 customers.

The audience congratulated the department with a standing ovation. Dr. Erwin commented that he has never received a complaint on food service during his time at ICC.

Citizen Comments—no comments.

Consent Agenda

Chair LaHood entertained a motion to approve the consent agenda as presented, including the Minutes of the Open Session of the Regular Meeting on November 17, 2011, the Minutes of the Closed Session of the Regular Meeting on November 17, 2011, personnel recommendations, purchase report, finance report, and approval of the bills. Katherine Coyle moved to approve the consent agenda as presented, and Sue Yoder seconded the motion.

Minutes

Minutes of the Open Session of the Regular Meeting of the Board of Trustees on November 17, 2011, and Minutes of the Closed Session of the Regular Meeting of the Board of Trustees on November 17, 2011 (copies on file).

Personnel Recommendations

Faculty—Stanley Abel, Temporary Instructor, Math, Science & Engineering; Kevin Wells, Temporary Instructor, Business, Hospitality & Information Systems; and Lena Yurs, Temporary Assistant Professor, Math, Science & Engineering.

Management—Timekia Faulkner, Manager, Human Resources; and Robert Stevens, Highway Construction Careers Coordinator, Corporate & Community Education.

Change of Status—Allen Eichorn, promotion, Technician-Network Operation I, Technology Services; and Gina McConoughey, changed from Interim Dean to Dean, Business, Hospitality & Information Systems.

Separations—Jaclyn Smith, Manager, Student Activities (11/30/11).

Retirement—Eric Ockerhausen, Skilled Maintenance, Building Maintenance (5/31/12); Daniel Reeser, Security Officer, Campus Safety & Security (12/31/11); Cheri Rodgers, Administrative Assistant II, Student Service Center (1/31/12); Michael Shawhan, Skilled Technician, Building Maintenance (12/31/11); and Donna Thomas, Administrative Assistant CEO, President's Office (3/30/12).

Purchase Report

- Mobile Video Production System—ECS, Inc. (\$51,293.00)
- All-in-One Computers—Dell, Inc. (\$33,825.00)

Finance Report

The College's financial position as of November 30, 2011, reflects positive operating results for the first five months of the fiscal year as compared to budget and actual for the same period.

Operating revenue is currently lagging budgeted expectations. State revenue continues to lag as scheduled payments of over \$1,500,000 are currently past due. However, the State is now current on all prior year grant payments. Property taxes collection percentages are slightly behind the prior year but are anticipated to be corrected by the close of December. Tuition is also slightly behind budgeted expectations as enrollment was lower than administration's target by 1%. All other revenue items are tracking as expected.

Currently, there is a favorable expenditure variance of \$1.7 million or 6.6% as compared to budget. There are no concerns or negative trends noted through the end of the first five months of the year.

Bills

- Education Fund—\$3,846,441.50
- Operations and Maintenance Fund—\$589,105.04
- Operations and Maintenance Fund Restricted—\$30,186.22
- Bond and Interest Fund—\$2,665,912.50
- Auxiliary Fund—\$471,697.06
- Restricted Fund—\$660,819.54
- Audit Fund—\$27,221.94
- Liability, Protection, and Settlement Fund—\$312,607.45
- Public Building Commission Operations and Maintenance Fund—\$67,861.45

Chair LaHood asked for a roll call vote to approve the consent agenda including the minutes, personnel recommendations, purchase report, finance report, and bills. The following Trustees responded "Aye": Don Brennan, Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, Sue Yoder, and Student Trustee DeVon Deckert (advisory vote). "Nay": None. Absent: James Polk. The motion passed.

President's Report

Dr. John Erwin reported that all the community colleges in Illinois have indicated their intention to join the Illinois Green Economy Network (IGEN). The purpose of IGEN is to create and foster sustainability centers, provide training and education for a "green collar" workforce, and deploy energy conservation techniques and renewable energy technology at the local level. The organization is requesting formal Board approval.

Chair David LaHood moved to approve Resolution 2011-13: Approving and Authorizing an Inter-Governmental Agreement Establishing the Illinois Green Economy Network. Tim Elder seconded the motion.

WHEREAS, several Illinois community colleges desire to establish the Illinois Green Economy Network ("IGEN") in order to create and foster sustainability centers, provide training and education for a "green collar" workforce, and deploy energy conservation techniques and renewable energy technology at the local community level; and,

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1970 encourages the utilization of intergovernmental agreements when appropriate; and,

WHEREAS, Illinois community colleges are authorized to enter into intergovernmental agreements pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.; and,

WHEREAS, this Board of Trustees of Community College District 514, known as Illinois Central College, desires to approve and authorize the execution of an Intergovernmental Agreement, substantially in the form attached hereto as Exhibit A, and all other actions required to satisfy the obligations thereunder, in order to engage in activities to promote energy efficiency and sustainability.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF Illinois Central College that this Board of Trustees of Illinois Central College, hereby approves and authorizes its Chairman and Secretary to execute an Intergovernmental Agreement substantially in the form attached hereto as Exhibit A, and its President to take all other actions required to satisfy the obligations thereunder.

PASSED AND APPROVED by the Board of Trustees of Illinois Central College, on this December 15, 2011.

Chair LaHood asked for a roll call vote to approve Resolution 2011-13, and the following Trustees responded "Aye": Don Brennan, Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, Sue Yoder, and Student Trustee DeVon Deckert (advisory vote). "Nay": None. Absent: James Polk. The motion passed.

Dr. Erwin reported that the State has now paid the College in full for last fiscal year, but is behind approximately \$2 million for the current fiscal year.

Dr. Erwin stated that a question was posed last month regarding network security, and he called upon Dr. Vicky Stewart, Vice President for Planning and Organizational Effectiveness, who introduced Dr. Susan Wheeler, Director of Technology Services.

Dr. Wheeler thanked the Board for the invitation to the meeting. She advised that the College's goals are to focus on data security, minimize the number of successful

security attacks, and protect all computing devices from attack. The College uses a team approach with enterprise systems, operations, network infrastructure, and physical data. Dr. Wheeler recommends that all cell phones be password protected in addition to setting a sleep mode for inactivity. Security audits are conducted for external penetration testing, internal penetration testing, and social engineering. The College has implemented extremely sound and secure technologies and practices.

David LaHood asked if there is a concern with viruses from flash drives. Dr. Wheeler responded that all computers are protected so software cannot be downloaded.

Sue Yoder asked if laptops are encrypted, and Dr. Wheeler responded that currently they are not encrypted because contents of an encrypted hard drive cannot be transferred to a new laptop. Additionally, if a laptop user forgets their password, a technician would not be able to recover any of the information. The College has established a standard that all laptops must have automatic lockouts after 15 minutes of inactivity and are password protected.

Dr. Vicky Stewart thanked Dr. Wheeler for the presentation and commented that the College is very fortunate to have such a highly skilled technology staff.

Educational Foundation

Committee Chair Tim Elder noted that updates were included in the newsletter, and commented that he is very pleased to see that the Foundation is providing funding in support of the grant request for students and faculty studying abroad in Guatemala. Mr. Elder thanked the Foundation staff for their continued engagement with donors in addition to their prospecting efforts for new donations.

Teaching/Learning

Committee Chair Tim Elder reported that administration is recommending that a new policy be established on the assignment of credit hours. Mr. Elder called upon Dr. William Tammone, Vice President for Academic Affairs, for more detail. Dr. Tammone explained that the Higher Learning Commission adopted a new policy in response to new regulations adopted by the U.S. Department of Education regarding an eligible institution's awarding of academic credit for Title IV federal financial aid purposes. The proposed policy is as follows:

Illinois Central College defines a credit hour as an amount of work represented in goals or intended learning outcomes, and verified by evidence of student achievement, that reasonably approximates not less than fifty minutes of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately sixteen weeks for one semester hour of credit.

Dr. Tammone advised that online classes and minimesters have the same class content as 16-week classes. The Board will be asked to approve the policy in January.

Student Life

Student Trustee DeVon Deckert advised that many student clubs have recently addressed hunger awareness. New student orientation is scheduled for January 12, 2012, and volunteers are being scheduled to help.

Student Services

Committee Chair Katherine Coyle advised that reports were included in the newsletter, but called upon Guy Goodman, Dean of Students Services, for further explanation of the proposed sex offender policy.

Mr. Goodman advised that the proposed policy formalizes the current process that is being followed by Campus Safety and Security and the Dean of Student Services Office and includes updates that will be effective the beginning of January. The Board will be asked to approve the policy at the January Board meeting. The proposed policy is as follows:

Illinois Central College is committed to providing a safe and secure learning and working environment for all students and staff members. To that end, and in accordance with the Campus Sex Crimes Prevention Act of 2002, it is the policy of Illinois Central College to track convicted sex offenders enrolled in classes or employed at the College, and communicate as necessary to the College community. Additionally, it may be necessary to place certain restrictions on these individuals in terms of their use and/or utilization of College facilities and resources.

Mr. Goodman reported that the current enrollment for spring is 80.3% of the goal. Mr. Goodman ran comparisons for 2009, 2010, and 2011 which averaged 83.5%, so enrollment is slightly below the last three years. Query lists are being compiled for students who attended ICC in the fall but have not enrolled for spring semester, and the students will be contacted by phone.

Mr. Goodman noted that the student food pantry will be ongoing, and the goal is to distribute food at the end of each semester and in emergencies. Haddad's Grocery donated 5,000 grocery sacks for the project.

Finance

Committee Chair Sue Yoder advised that there are no items requiring Board action. As previously noted, the State is behind on payments for the current fiscal year.

Human Resources

Chair David LaHood called upon Patrick Parsons, Executive Director of Human Resources. Mr. Parsons noted that the personnel recommendations previously approved under the consent agenda included three faculty positions, two management positions, two changes in status, one separation, and five retirements of which four have over 27 years of service to the College. Mr. Parsons noted that administration anticipates several retirements before the end of the fiscal year due to changes with SURS, and the Human Resources Department is busy with recruitment activities.

Institutional Effectiveness

Committee Chair Dr. Robert Ehrich noted that updates were included in the newsletter.

Dr. Rita Ali, Executive Director for Diversity, advised that the Hate Crimes Summit will be held on January 10, 2012, in the Performing Arts Center. The summit is free of charge and open to the public. The summit is sponsored by U.S. Attorney Jim Lewis, Illinois Central College, and Easter Seals of Peoria. The keynote speakers are The Honorable Lisa Madigan, Illinois Attorney General, and Matt Nosanchuk, Senior Counselor to the Assistant Attorney General, Civil Rights Division, United States Department of Justice. The summit is one of the activities the College is planning in observance of Dr. Martin Luther King, Jr. Day.

Facilities and Technology

Committee Chair Don Brennan advised that the newsletter included a progress report on the Bookstore remodel, and long-term facility planning is ongoing. The purchase report previously approved included the purchase of all-in-one computers.

Dr. Vicky Stewart commented that many times old computer equipment is donated to area schools. Dr. Stewart shared thank-you notes prepared by students from Lincoln Elementary for the donation of monitors.

Committee of the Whole

Chair David LaHood advised that there was no business, but he expressed his gratitude to the administration and staff for their hard work during the past year.

ACCT/ICCTA

Don Brennan advised that there has not been an ICCTA meeting since the last Board meeting. The next ICCTA meeting will be held in February 2012 in conjunction with the ACCT Legislative Summit in Washington, DC.

Unfinished Business—No report.

New Business

Dr. Erwin reported that Sonya, the cougar, is now on display at the CougarPlex thanks to a partnership with Wildlife Prairie State Park. Sonya became a resident at the Park in 1973 and was preserved after her death in 1982. Tom Pilat, Dean for Math, Science, and Engineering, assisted in the scientific information that is included in the display.

Citizen Comments—No comments.

Announcements—No announcements.

At 4:02 p.m., Chair LaHood entertained a motion that the Board conduct a closed session. Katherine Coyle moved that the Board conduct a closed meeting to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the College (Section 2(c)(1) of the Open Meetings Act); pending or probable litigation against or on behalf of the College (Section 2(c)(1) of the Open Meetings Act); and to discuss collective negotiating matters between the College and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees (Section 2(c)(2) of the Open Meetings Act). Don Brennan seconded the motion.

Chair LaHood asked for a roll call vote, and the following Trustees responded “Aye”: Don Brennan, Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, Sue Yoder, and Student Trustee DeVon Deckert (advisory vote). “Nay”: None. Absent: James Polk. The motion passed.

Dr. Erwin requested that Dr. Vicky Stewart, Bruce Budde, Dr. William Tammone, and Patrick Parsons remain for closed session. All other staff members and guests were excused. A break was taken from 4:02 to 4:15 p.m.

(Closed Session)

Adjournment

At 4:36 p.m., Katherine Coyle moved that the Board of Trustees adjourn closed session and adjourn the meeting. Don Brennan seconded the motion, and Chair LaHood asked for a voice vote. The motion passed, and Chair LaHood adjourned the meeting at 4:36 p.m.

The next regular meeting of the Board of Trustees is scheduled for Thursday, January 19, 2012, at 3:00 p.m. in the Founders Room (211A) on the East Peoria Campus.

Paula Fraley
Secretary to the Board of Trustees