

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

July 16, 2009, 3 p.m.

Room 211A, ICC East Peoria Campus

Trustees Present: Katherine Coyle
Dr. Robert Ehrich
Tim Elder
David LaHood
James Polk
Jim Sherman
Sue Yoder
Student Trustee Thomas Aguilar

The regular meeting of the Board of Trustees of Illinois Central College was called to order by Sue Yoder at 3:00 p.m. on Thursday, July 16, 2009, in The Founders Room (211A) located on the East Peoria Campus. Chair Yoder asked the audience to join her in saying the Pledge of Allegiance. Ms. Yoder welcomed guest, Duane Hill.

Recognition

Chair Yoder called upon Dr. John Erwin to introduce those being recognized. Dr. Erwin called upon Guy Goodman, Dean of Student Services. Mr. Goodman introduced Professor Jennifer Spengler, sponsor of the Phi Beta Lambda business organization. Eight students registered for the April State Leadership Conference. Four students went on to participate at the National Leadership Conference in Anaheim, CA, and two students finished in the top six. These students did extremely well and competed with students from 4-year institutions. Michael Kennedy placed sixth in Financial Services, and Steven Sauder placed first in Marketing Analysis and Decision Making. Michael Kennedy was elected state vice president.

Mr. Goodman called upon Sue Sinclair, Athletic Director. Ms. Sinclair announced that the Women's Softball team had a very good season and went to the NJCAA Division II Women's Softball Championship and finished 12th in the nation. Coach Doty introduced coaches and players who were present and thanked the Board for their support and the upgrade to the athletic facilities. Dana Garber was selected Academic All-American. Dr. Erwin commented that a ceremony marking the construction of the CougarPlex will be held September 15.

Dr. Erwin introduced Maris Mednis, one of our international students who studied abroad in China during the spring semester. Mr. Mednis shared a few PowerPoint slides on his time at Shenzhen Polytechnic in China. Mr. Mednis participated in an internship at Bosch and indicated that he was actually given the opportunity to work on projects. Mr. Mednis received a diploma from Shenzhen and thanked the Board for the experience. Dr. Erwin commented that Mr. Mednis is from Latvia, and Eric Ockerhausen, ICC skilled maintenance employee, has hosted Maris for 2-1/2 years while studying at Illinois Central College.

Consent Agenda

Chair Yoder asked for approval of the consent agenda or if any of the items should be removed from the consent agenda for discussion. Katherine Coyle moved to approve the consent agenda as presented, and David LaHood seconded.

Minutes

Minutes as presented for the open session of the regular meeting of the Board of Trustees on June 18, 2009, and minutes of the closed session of the regular meeting of the Board of Trustees on June 18, 2009.

Personnel Recommendations

Full-time Faculty—Michele Klodt, Instructor, Health Careers; and Annette Oh, Assistant Professor, Arts and Communication.

Management—Roger Brawdy, Instructor, Truck Driver Training.

Change of Status—David Cook, change from Six Sigma Black Belt to Director of Accreditation and Assessment.

Separation of Service—John Avendano, Vice President of Academic Affairs (6/30/09); Edwin Carrington, Assistant Professor, English and Language Studies (12/31/09); and Ann Guadalajara, Campus Service Representative (6/26/09).

Retirement—John Beam, Coordinator-Photography and TV Services (10/15/09); and Barbara Gilbert, Math Lab Coordinator (8/1/2009).

Purchase Report

- East Peoria Campus Roadway/Parking Lot Rehabilitation Phase II—R.A. Cullinan and Sons (\$418,816.94)

- Pedestrian Bridge Rehabilitation—P.A. Atherton Construction (\$88,396.00)
- Parking Lot B Modifications—Stark Excavating (\$43,527.75)
- Welding Supplies—Airgas MidAmerica (\$24,835.19), Praxair Distribution (\$7,550.30), and SJ Smith Welding Supply (\$4,077.81)
- Science Supplies—Carolina Biological Supply (\$6,978.36), Andwin Scientific (\$5,959.99), Bio Corporation (\$5,921.00), Sargent-Welch/VWR (\$5,412.65), Fisher Scientific (\$3,618.19), Frey Scientific (\$3,609.68), NASCO (\$1,701.93), Flinn Scientific (\$1,074.78), Benz Microscope Optics Center (\$211.26), and Ward's Natural Science (\$107.38)

Treasurer's Report

The College's financial position as of June 30, 2009, reflects positive operating results for the fiscal year as compared to budget and actual for the same period. The financial statements presented are subject to further review and may not include all year-end adjustments. McGladrey & Pullen has started year-end field work, and they are on schedule to have the audit complete in early October.

Operating revenue budget variances are slightly positive when compared to budget primarily as a result of higher than expected tuition income. Enrollment was up nearly 4% for the year and 3% higher than budgeted. This increase was almost completely offset by reductions in Corporate Property and Replacement (CPPRT) taxes and lower ICCB grant revenue. CPPRT was lower as a result of the downturn in the economy and ICCB grant revenue fell below budget expectations due to a 2.5% rescission from the State of Illinois. In addition, the State is late in paying the final two installments of our operating grant amounting to \$5,000,000. This is reflective in the corresponding increase in accounts receivable on the Operating Funds Balance Sheet.

Expenditure variances are favorable with only "Other" exceeding budgeted expectations. Most expenditures by program and object came in significantly under budget. The College as a whole managed their individual department budgets extremely well during this budget cycle. Salaries make up over one-third of the savings, and the savings are attributable to several full-time professional and clerical positions that were eliminated or replaced late in the budget cycle. Utilities also came in under budget even with higher electric prices, as consumption was lower than forecasted.

Bills

- Education Fund—\$4,470,821.15
- Operations and Maintenance Fund—\$608,351.87
- Operations and Maintenance Fund Restricted—\$1,237,213.76
- Bond and Interest Fund—\$500.00
- Auxiliary Fund—\$798,341.42

- Restricted Fund—\$664,045.16
- Audit Fund—\$20,000.00
- Liability, Protection and Settlement Fund—\$240,086.54
- Public Building Commission Operations and Maintenance Fund—\$77,031.29

Upon roll call vote to approve the consent agenda, the following Trustees responded “Aye”: Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, James Polk, Jim Sherman, Sue Yoder, and Student Trustee Thomas Aguilar (advisory vote). “Nay”: none. The motion carried.

President’s Report

Dr. John Erwin presented a PowerPoint presentation on Day Care at Illinois Central College. Each semester during the 2008-09 year there were 82 children served full time and 48 children served hourly. Dr. Erwin shared a list of several limitations of the current facility and why the College is considering a new location. Dr. Erwin will provide the Trustees with a more detailed report including a matrix. Dr. Ehrich asked how food service would be provided at a possible new location, and Dr. Erwin responded that ICC Food Services would still provide. The Arts and Communication Department could utilize the space currently occupied by the Child Care Center.

Dr. Erwin announced that the governor has signed the budget, but the administration is still awaiting a decision on funding for community colleges. However, they are hopeful that the \$2.8 million increase will be maintained.

Educational Foundation

Committee Chair Robert Ehrich announced that he was not able to attend the last meeting; however, an update was included in the newsletter. Dr. Ehrich called upon Robin Ballard, Executive Director and Chief Development Officer, for additional comments. Ms. Ballard announced that new officers were recently elected: Jeromee Hermann—President; Sandra Beneventi—Vice President; and Deveraux Hubbard—Secretary. Flo Banwart and Dan Connell are retiring. The annual board reception will be held September 16 at Embassy Suites.

To date, 360 Peoria Promise scholarships have been awarded in addition to 350 other scholarships. Thank you letters from the scholarship recipients are due August 1.

Teaching/Learning

Committee Chair Katherine Coyle announced that two new articulation agreements have been entered into this fall including the two-plus-two distance education program with the College of Business Administration at Kansas State University and the two-

plus-two program with the College of Business and Management at the University of Illinois at Springfield. The Radiography Program site visit was held June 25 and 26, and the College anticipates re-accreditation. A copy of the Celebration of Learning schedule was included in the meeting packet. Margaret Swanson, Interim Vice President for Academic Affairs, invited the Trustees to attend the Celebration of Learning events, and they should RSVP with the Board Secretary if they plan to attend the dinners.

Student Life

Student Trustee Thomas Aguilar reported that changes are taking place with the writing lab to better benefit the students. A student tutor program is being initiated, and there is an application process. Students will be encouraged to visit the lab for every assignment, and critical thinking will be offered to help students with starting projects. Dr. Cheryl Fliege, Executive Vice President of Marketing, College Communications and Consumer Relations, noted that the name of the writing lab has been changed to "The Studio," and they hope that this will be a more open and inviting atmosphere for students.

New student orientation sessions will be held August 4, August 12, and August 13.

Students are working on the third shipment of 15,000 books for the Walk Sudan project. Donation boxes have been strategically placed around Peoria and the ICC campuses. Books range from textbooks to children's books, fiction and non-fiction.

Student Services

Committee Chair James Polk called upon Guy Goodman, Dean of Student Services, for an update on enrollment for Fall 2009. Mr. Goodman reported that as of July 15, credit hour enrollment is up 4.2%. However, administration estimates that credit hour enrollment could possibly be up 10-15%. Mr. Goodman will provide an update at the August meeting. Student Services is focusing on non-traditional and minority populations.

James Polk asked what the impact of President Obama's announcement would be to the College. Dr. Erwin responded that the College is well positioned in job training and will work with Workforce Network to identify what career positions may be needed. However, this is not yet a bill so nothing is final, and it is not known if money would funnel through the State or if the College would have the opportunity to apply for a grant.

Dr. Erwin announced that he recently signed the paperwork to hire Tyler Doty as a part-time Veterans Affairs coordinator.

Finance

Committee Chair Tim Elder provided an overview of the College's financial position, and stated that the College is in a good financial position. The tentative budget was approved last month, and the final budget will be presented for approval in August.

Human Resources

Committee Chair Jim Sherman stated that Patrick Parsons, Executive Director of Human Services, is very excited about the new web-based recruitment software which should be operational by October. This will make the College a more attractive potential employer and will allow the department to provide more reports.

Institutional Effectiveness

Committee Chair David LaHood announced that updates were included in the newsletter, but called upon Dr. Vicky Stewart, Vice President for Planning and Organizational Effectiveness, for additional comment. Dr. Stewart called attention to the final report on the goals FY2009 that was included in the Trustee's meeting folder. The goals are based on the College's four strategic priorities (outreach, student learning, service, and value). The College was successful in reaching most of the goals, and was slightly below reaching the benchmarks for student satisfaction. Dr. Stewart called attention to the strategic plan FY2010 that was included in the meeting packet. The strategies have been refined since the Board Retreat in February and will continue to be revised throughout the fiscal year. The newsletter included an update on Corporate and Community Ed enrollments and the quarterly grants report.

David LaHood introduced Dr. Cheryl Fliege, Associate Vice President of Marketing, College Communications and Consumer Relations. Dr. Fliege noted that a complete copy of the proposed Brand Standards was previously sent to the Trustees. The Brand Standards are the requirement for anything put in print and aligns with what is taught to the students. The Board was in general consensus to endorse the Brand Standards.

Dr. Fliege announced there will be a change in content management on the website so that identified managers will be able to make their own updates on the website. There will also be changes forthcoming in social media.

David LaHood called upon Dr. Rita Ali, Executive Director of Diversity. Dr. Ali announced that the Diversity Department is focusing on minority recruitment and retention. The Diversity Department is doing a lot of follow-up with potential students and students who have not reenrolled. The Diversity Department is also following up with scholarship recipients who have not completed their thank-you letters. The College is expecting 23 new international students in the fall.

Facilities and Technology

Committee Chair Dr. Robert Ehrich stated that updates were included in the meeting packet including a report on computer and email use at the College.

Dr. Erwin shared a “WOW the Prez” story submitted by Dr. Jill Wright, Associate Dean for English and Language Studies, regarding Dr. Ehrich. Dr. Ehrich flew his plane over the rural Canton area looking for missing cattle owned by Dr. Wright’s family.

Dr. Ehrich reported that a strategic conversation on technology would be held in the future.

Dr. Erwin announced that funding for the traffic light at ICC North was included in the capital bill and should be installed this fall.

Dr. Fliege reported that they are investigating a webcam for the CougarPlex construction project.

Committee of the Whole

Jim Sherman asked what other ideas the administration has regarding alternative energy. Dr. Erwin responded that he appreciates Mr. Sherman’s interest in this area and thanked him for keeping administration focused on this initiative. Dr. Erwin reported that the Illinois Sustainability Network is likely to receive funding. The College has several future projects, and there are also grants being processed. Mr. Sherman requested regular updates. Dr. Erwin responded that he plans to provide update reports in February and at the end of the fiscal year.

ICCTA

James Polk reported that the ICCTA Retreat will be held August 14 and 15 in Chicago.

Unfinished Business—No report.

New Business—No report.

Citizens Comments—No comments.

Announcements—No report.

At 4:30 p.m. Chair Yoder entertained a motion to go into closed session. Tim Elder moved that the Board of Trustees enter closed session 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); to discuss the purchase or lease of real property for the use of the College, including discussing whether a particular parcel should be acquired (Section 2(c)(5) of the Open Meetings Act); to discuss pending or probable litigation against the College (Section 2(c)(11) of the Open Meetings Act); to discuss self-evaluation, practices and procedures, or professional ethics (Section 2(c)(16) of the Open Meetings Act); and to discuss collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employment (Section 2(c)(2) of the Open Meetings Act). Katherine Coyle seconded the motion.

Upon roll call, the following Trustees responded "Aye": Katherine Coyle, Dr. Robert Ehrich, Tim Elder, David LaHood, James Polk, Jim Sherman, Sue Yoder, and Student Trustee Thomas Aguilar (advisory vote). "Nay": none. The motion carried. Dr. Erwin requested that Margaret Swanson and Dr. Vicky Stewart remain for closed session. All other guests and staff were excused. A break was taken from 4:30 to 4:40 p.m.

(Closed Session)

Adjournment

With no other business to come before the Board in closed or open sessions, David LaHood moved to adjourn closed session and adjourn the meeting. Jim Sherman seconded the motion, and the motion carried. Chair Yoder adjourned the meeting at 5:15 p.m.

The next regular meeting of the Board of Trustees is scheduled for Thursday, August 20, 2009, at 3:00 p.m. in The Founders Room (211A) on the East Peoria Campus.

Paula Fraley
Secretary to the Board of Trustees