

Agenda item #11.1

June 7, 2019

APPROVED

Minutes of the 435<sup>th</sup>  
Meeting of the  
Illinois Community College Board

Illinois Central College  
Founder's Room 211-A  
1 College Drive  
East Peoria, IL

March 15, 2019

### RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the minutes of the March 15, 2019 Board meeting as recorded.

#### **Item #1 – Roll Call and Declaration of Quorum**

Chair Lopez called the Board meeting to order at 9:05 a.m. and asked Ann Knoedler to call roll. The following Board members were present at this time; Terry Bruce, Paige Ponder, Suzanne Morris, Doug Mraz, Nick Kachiroubas and student Board member Oscar Sanchez. There was a quorum present. Board member Teresa Garate was not physically present but will be calling in to the meeting.

#### **Item #2 - Announcements and Remarks by Dr. Laz Lopez, Board Chair**

Chair Lopez started out by thanking former Board members Jim Ayers and John Bambanek for the service to ICCB and appreciated their time they committed. Since John Bambanek is no longer on the ICCB Board, Chair Lopez took this time to reappoint Board member Teresa Garate as the ex officio IBHE Board member. Ms. Garate will represent Chair Lopez at the IBHE Board meetings. Chair Lopez stated it is pleasing to see that the Governor values higher education and the community college system with his proposed plan to increase community college funding by five percent, supporting a Capitol bill that has been absent for years, and supporting the PWR legislation which would create pathways for students as early as high school. He ended his comments with a special thanks to Illinois Central College and Dr. Sheila Quirk-Bailey for hosting the ICCB.

#### **Item #2.1 - Attendance by Means other than Physical Presence**

Chair Lopez stated that Board member **Teresa Garate** is unable to attend today's meeting due to a work conflict. According to Section 7 of the Open Meetings Act, **Teresa Garate** may participate in today's meeting via conference call and the Board needs a motion to allow her attendance.

Suzanne Morris made a motion, which was seconded by Nick Kachiroubas, to allow Board member **Teresa Garate** to participate in today's Board meeting via conference call.

The motion was approved by a unanimous voice vote. Student Advisory vote: yes.

**Teresa Garate** stated, for the record, she is located at her place of employment in Chicago and unable to attend the Board meeting due to a work conflict.

**Item #3 - Welcoming Remarks from Dr. Sheila Quirk-Bailey, President of Illinois Central College**

**Item #3.1 - Illinois Central College Pre-Apprenticeship and Apprenticeship Program**

Illinois Central College has 10,000 Students, 168 programs; three locations: East Peoria, Peoria and Pekin; 10 counties; 50 acre Research Farm; Innovation Hub Partner; and is the top seed in the NJCAA Women's Basketball. Currently, 40% of adults in ICC's region have a credential beyond a high school diploma and 60% need a post-secondary credential to earn life-sustaining wages and drive the regional economy. The Regional Workforce Pathways the college offers are: 6 – 20 Educational Pathways - Middle School/Career Exploration, High School Career Experiences/College Credits, Career Decisions, ICC, University; Working Adult Upskill Pathway – Earn and Learn; and High-Risk Adult Pathway - from Social Services into Entry Level Stabilization.

Under the Working Adult Upskill Pathway - Earn and Learn, the following trainings will apply to the appropriate students: Apprenticeship – the students are hired full time by the company and paid for time in class and on the job and receive full tuition & fees, plus, the students complete apprenticeship hours in DOL registered industry certification and complete an associate degree, which also gives the student the time commitment to organization following program completion; Sponsorship - students are hired full or part time by company and receive full tuition & fees, plus the student has time commitment to company following certification or degree; Internship – the students are paid for their time on the job at a fair-market wage; and finally, Partnership – ICC partners with a company to provide services such as dedicated training facilities, programs, and incumbent worker training.

The High-Risk Adult Pathway is launching Regional discussions, is linked to Social Service Agencies and is led by the Regional CEO Council (Business Support). It applies to individuals who were recently incarcerated, social services swirl, with an unstable job record, and with few skill sets. The goal is to provide essential skills and coaching, feed into entry level jobs, and to stabilize the career credential ladder.

The ultimate goal is to assist the 60% with no post-secondary credential in to 60% with a post-secondary credential.

**Item #4 - Board Member Comments**

There were no Board comments.

**Item #5 - Executive Director Report**

Dr. Brian Durham's began by thanking Sheila Quirk-Bailey for her hard work and dedication to the mission of community colleges. ICCB staff testified to the House Appropriations committee yesterday and indicated the support for the Governor's proposed budget which adds 13.9 million to community colleges. Matt Berry will be providing a more in depth presentation on this later. Having the fiscal stability and the renewed positive focus on higher education that the Governor's budget entails is exciting. During the hearing, the legislators had questions on the following:

- Dual Credit in CTE
- Promise Programs
- Apprenticeships
- Minimum wage implications.

Dr. Durham also gave a quick update on the Executive Orders currently in place:

**1) Executive Order Strengthening The State's Commitment To Effective And Transparent Government In Compliance With The Laws**

- Conduct a review of (a) all statutory obligations, and (b) all audit findings within the last four years and provide a plan to the Office of the Governor detailing steps to ensure statutory compliance and to address audit findings.
  - This is due Monday. It is complete on the audit side and will be submitted, on Monday.
- Every State Agency, shall, within 30 days of the effective date of this Executive Order, conduct a comprehensive review of laws and regulations requiring the publication of data and take action to ensure compliance with these laws and regulations.
  - ICCB has submitted this item to the Governor's Office based upon a template they provided.

**2) Executive Order Strengthening Working Families**

- The second EO is about pay equity and ensuring state agencies do not ask job candidates their salary history to prevent artificially low salaries for women.
  - ICCB is currently adjusting the applications.

**3) Executive Order Strengthening The State's Commitment To Workforce Development And Job Creation**

- The third EO is about workforce and economic development. This is about alignment of workforce resources to the needs of the workforce and industry.
  - Jennifer Foster has served as the lead for ICCB.
  - Nathan Wilson is on the data group.
  - NIU (Diana Robinson) is coordinating the effort.
  - The report is due soon but a final draft report has not been circulated.

The following reports have recently been released:

- Spring 2019 Opening Enrollments In The Illinois Community College System
- Dual credit in the Illinois Community College System fiscal year 2018

The ICCB Executive Team attended the Joint Meeting of the Presidents, CAOs and CSSSOs, in conjunction with the IL Community College Trustees Association meeting. During the meeting, ICCB staff presented a comprehensive presentation to the Trustees about enrollment, budget, and programs that was very well received.

Also, Dr. Durham recently spoke at the Illinois Adult and Continuing Educators Association (IACEA) conference. Jennifer Foster received an award that day: "IACEA the voice of Adult Education, In Recognition of The Outstanding Personal and Professional Contributions to Adult Education in Illinois, IACEA is proud to present the Presidents' Award to Jennifer Foster, March 7, 2019."

**Item #6 - Committee Reports**

**Item #6.1 - Academic, Workforce, and Student Support**

The committee met on Friday, March 15<sup>th</sup> at 8:00a and discussed the following topics: FY2018 Adult Education Report to Governor and General Assembly – located under the information items; High School Equivalency MOU agreements – will be voted on in the following item; Placement Recommendations and Guidelines Update; FY2018 ICCB Annual Enrollment and Completion Report – will be presented on in item #8; New Units-the Board will be approving in item #9; Establishing and Measuring Impact of Goals; and Perkins V Legislation.

**Item #6.1a - Memorandums of Understanding Educational Testing Service®  
Highschool Equivalency Test™ and Memorandum of Understanding-Amendment  
Data Recognition Corporation – Test Assessing Secondary Completion™**

Paige Ponder made a motion, which was seconded by Doug Mraz, to approve the following item:

The Illinois Community College Board hereby approves the MOU agreement with ETS® through December 2020 and the MOU amendment with DRC through 2019 and authorizes the Illinois Community College Board staff to enter into agreements with these vendors.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

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Paige Ponder made a motion, which was seconded by Doug Mraz, to approve the following item:

The Illinois Community College Board hereby approves the cost of the vendor exams as follows:

Calendar Year 2019:

- ETS- HiSet™ at \$93.75 (computerized version) and \$115.00 (paper version) per battery
- DRC –TASC™ at \$101.00 per battery

Calendar Year 2020:

- DRC at \$104.00 per battery

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #6.2 - Finance, Operations, and External Affairs**

The committee met on Friday, March 15<sup>th</sup> at 8:00a and discussed the following topics: Financial Statements for Fiscal Year 2019 including State General Funds, Special State Funds, Federal Funds, Bond Financed Funds; Timeliness of State Payments; Spring 2019 Legislative Update; Changes to ICCB Employee Guidebook; the Governor’s February budget address; the appropriation hearings that will be held in both the House and Senate; the advocacy day in April; and the possibility of the new budget in May.

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BREAK at 10:21 a.m.

RETURNED at 10:32 a.m.

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**Item #6.2a - Presentation on Governor's Fiscal Year 2020 Budget Recommendations**

A presentation was given on the Governor's proposed budget. On February 20, 2019, Governor Pritzker addressed the General Assembly in a joint session and delivered his first budget address. The Governor's proposed budget includes an increase of \$13.9 million for the community college and adult education system. These funds provide for a 5.0 percent increase in base operating grants (+ \$8.3 million), equalization grants (+ \$3.4 million), City Colleges of Chicago grant (+ \$0.6 million), and adult education grants (+ \$1.6 million). The proposed higher education budget also increases funding for MAP grants by \$50 million and funding for public universities by \$52.2 million (or 5.0 percent).

**Item #7 - Advisory Organizations**

**Item #7.1 - Illinois Community College Faculty Association**

Mr. Jacob Winter reported the association is currently reviewing applications from faculty for the four grants they will award. The association will also award six scholarships to community college students at the fall conference, five \$1000 scholarships and one \$1500 scholarship. The association is also working on putting together their fall conference.

**Item #7.2 - Illinois Community College Trustees Association**

Mike Monaghan was sick and unable to attend.

**Item #7.3 - Student Advisory Council**

Mr. Oscar Sanchez reported the Council met last week in Naperville. The group heard an update on the Perkins V and State transitional plan, discussed a number of bills within the general assembly, and discussed the Student Advocacy Day being held on April 9<sup>th</sup> in Springfield.

**Item #7.4 - Illinois Council of Community College Presidents**

Mr. Curt Oldfield stated the Council's last meeting was held last week in Naperville along with the chief academic officers, student service officers, and chief financial officers to hear Dr. Davis Jenkins present who is a senior research scholar at Columbia University's Community College Research Center. He discussed Guided Pathways to align reform efforts and increase graduate rates as well as generating FTE. The presentation was relevant to all administrative groups, relating recruiting/admissions, academics, and fiscal impact. He also told the group what he and his team are learning from research they are conducting on implementation and effects of guided pathways reforms nationally.

The Council will be hosting the Share Academy. There will be a week long leadership development seminar designed at mid-level managers in the community colleges. This week long event will occur over two summers. The first will be held in June 2019 and the second in June 2020.

The community college and university presidents continue to meet to make sure all of Illinois public higher education is working together to solve any issues. The next one will be held in May.

Senator McGuire also spoke to the group regarding some of the developmental educational bills that he is supporting. A discussion also took place on what the community colleges are currently putting in place to address some of the developmental education challenges.

The Council continues to monitor the Dual Credit bills that are being proposed in the legislature in terms of academic quality and credentialing.

**Item #8 - Focus on Illinois Community College Board Goals**

**Item #8.1 - Presentation on 2018 ICCB Annual Enrollment and Completions Report**

Mr. Nathan Wilson gave a presentation on the ICCB's 2018 Annual Enrollment and Completions Report, select data was shared to understand community college enrollment trends in Illinois and nationally. Illinois community college enrollment data was analyzed at the instructional and demographic level and compared to Illinois postsecondary education sectors and peer states. Additionally, Illinois public high school graduate college-going enrollment patterns was discussed as well as community college completion trends.

**Item #9 - New Units of Instruction**

**Item #9.1 - Elgin Community College, Heartland Community College, Joliet Junior College, Parkland College, Rend Lake College, Richland Community College**

Paige Ponder made a motion, which was seconded by Nick Kachiroubas, to approve the following items:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

**PERMANENT PROGRAM APPROVAL**

Elgin Community College

- Supply Chain Management A.A.S. degree (60 credit hours)
- Surgical Technology A.A.S. degree (60 credit hours)

Heartland Community College

- Medical Assisting Certificate (31 credit hours)

Joliet Junior College

- Medical Assisting Certificate (33 credit hours)

Parkland College

- Advanced Applicator Technician A.A.S. degree (61 credit hours)

Rend Lake College

- Facility Management A.A.S. degree (65 credit hours)
- Facility Management Certificate (33 credit hours)

Richland Community College

- Agronomy A.A.S. degree (60 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #10 - Recognition of Illinois Community Colleges**

**Item #10.1 - Kankakee Community College, Joliet Junior College**

Nick Kachiroubas made a motion, which was seconded by Terry Bruce, to approve the following items:

The Illinois Community College Board hereby grants a status of “recognition continued” to the following districts:

Joliet Junior College  
Kankakee Community College

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #11 - Adoption of Minutes**

Terry Bruce made a motion, which was seconded by Paige Ponder, to approve the following items:

**Item #11.1 - Minutes of the January 18, 2019 Board Meeting**

The Illinois Community College Board hereby approves the minutes of the January 18, 2019 Board Meeting Board meeting as recorded.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Abstain
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Abstain
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Suzanne Morris abstained. Student Advisory vote: Abstain.

**Item #12 - Consent Agenda**

Doug Mraz made a motion, which was seconded by Terry Bruce, to approve the following items:

**Item #12.1 - ICCB Employee Guidebook Modifications**

The Illinois Community College Board hereby approves the following additions and modifications to the employee guidebook:

**Confidentiality Policy**

The Illinois Community College Board maintains files for research and reporting purposes. Some files contain information used to uniquely identify an individual. Because they also may contain information of a sensitive nature, it is imperative that the confidentiality of these files be maintained.

Data of a sensitive nature must be stored securely and access limited to only those individuals with a demonstrated need.

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Data of a sensitive nature will not be shared with or provided to outside individuals or entities without the approval of the ICCB Executive Director. Any sensitive data to be shared with outside parties must be done under the terms of a written, non-disclosure agreement signed by all parties.

Further, in accordance with the Data Security on State Computers Act, [20 ILCS 450], the agency has the responsibility to ensure that prior to the disposal by sale, donation, or transfer of any electronic data processing equipment that the hard drives be erased, wiped, sanitized, or destroyed in a manner that prevents the retrieval of any sensitive data or software. all data processing equipment must be cleared of all data and software before removal from service. The ICCB will overwrite stored data at least 3 times or physically destroy hard drives prior to disposal. The ICCB will document the completion of the process using Disk Wiping and Physical Destruction logs, identifying, as applicable, the serial number of the equipment or hard drive, the agency inventory tag, the process used (disk wiping software or physical destruction), and the name, date, and signature of the person performing the overwriting or destruction process. When an outside vendor is used, certification of the completion of the process will be documented.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #13 - Information Items**

There was no discussion

**Item #13.1 - Fiscal Year 2019 Financial Statements**

**Item #13.2 - Spring 2019 Legislative Report**

**Item #13.3 - Adult Education Report to the Governor and General Assembly**

**Item #13.4 - 2018 ICCB Annual Enrollment and Completion Report**

**Item #14 - Other Business**

There was no other business.

**Item #15 - Public Comment**

There was no public comment.

**Item #16 - Executive Session**

Doug Mraz made a motion, which was seconded by Paige Ponder, to approve the following motion:

I move to enter Executive Session for the purpose of **Employment/Appointment Matters and Review of Minutes of Closed Sessions** which qualify as acceptable exceptions under Section 2(c) of the Open Meetings Act to hold a closed session.



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A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea. The Board entered into executive session at 11:22 am.

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Nick Kachiroubas made a motion, which was seconded by Doug Mraz, to reconvene Public Session at 11:52 a.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

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Suzanne Morris made a motion, which was seconded by Nick Kachiroubas, to approve the following motion,

The Illinois Community College Board hereby approves Dr. Brian Durham as Executive Director on an at will basis, with termination subject to a majority vote of the Board.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

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**Item #17 - Approval of Confidentiality of Executive Session Minutes**

Doug Mraz made a motion, which was seconded by Nick Kachiroubas, to adjourn the meeting at 10:38 a.m.

The Illinois Community College Board hereby determines the Executive Session Minutes held on September 16, 2005; September 21, 2005; September 15, 2006; November 17, 2006; January 22, 2007; February 26, 2007; March 26, 2007; June 8, 2007; May 19, 2008; September 19, 2008; March 26, 2010; June 4, 2010; January 28, 2011; March 18, 2011; June 3, 2011; September 16, 2011; January 27, 2012; November 16, 2012; January 25, 2013; February 6, 2013; March 22, 2013; September 20, 2013; June 6, 2014; September 18, 2015; November 20, 2015; January 22, 2016; June 3, 2016; March 17, 2017; June 2, 2017; June 1, 2018; August 28, 2018; October 2, 2018; and

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November 30, 2018 are to remain confidential. All other Executive Session Minutes are available for public inspection.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #18 – Adjournment**

Terry Bruce made a motion, which was seconded by Nick Kachiroubas, to adjourn the meeting at 11:54 a.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Oscar Sanchez	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.