

Illinois Mathematics and Science Academy®

igniting and nurturing creative, ethical, scientific minds that advance the human condition

**IMSA Board of Trustees Regular Meeting
1500 Sullivan Road, Aurora, IL 60506
Horwitz Conference Room
January 22, 2014
Meeting Minutes**

Call to Order

Chairman Griffin called the meeting to order at 8:35 a.m.

Roll Call

Ms. McKenna called the roll. A quorum was present.

Members Present: Sheila Griffin, Eric Brown, Jay Budzik (via teleconference), Kathy He, Leslie Juby, Carey Mayer, Luis Núñez, Paula Olszewski-Kubilius, Erin Roche, Ana Rodriguez and Marsha Rosner

Members Absent: Steve Isoye, Mary Kalantzis, Karen Hunter Anderson, Harry Berman, Christopher Koch and James Rydland

Closed Session # 1

Trustee Núñez motioned and Trustee Roche seconded the motion to go into closed session to review November 22, 2013 Closed Session Minutes, (5 ILCS 120/2 Sec. 2a, (c) (21); and Employment, Performance and Compensation of Specific Employees, (5 ILCS 120/2 Sec. 2a, (c) (1 & 3). Voting aye were Trustees Griffin, Brown, Budzik, He, Juby, Mayer, Núñez, Olszewski-Kubilius, Roche, Rodriguez and Rosner.

The motion passed by a vote of 11 ayes to 0 nays.

Closed Session Held

Reconvene in Open Session

The Board reconvened in open session at 8:55 a.m.

Roll Call

Ms. McKenna called the roll. A quorum was present.

Members Present: Sheila Griffin, Eric Brown, Jay Budzik (via teleconference), Kathy He, Leslie Juby, Carey Mayer, Luis Núñez, Paula Olszewski-Kubilius, Erin Roche, Ana Rodriguez and Marsha Rosner

Members Absent: Steve Isoye (arrived 10:50 a.m. via teleconference), Mary Kalantzis, Karen Hunter Anderson, Harry Berman, Christopher Koch and James Rydland (arrived 9:10 a.m.)

Liaisons Present: Eric Hawker for IMSA Faculty, Pamela Blackwell for IMSA Fund Board

Liaisons Absent: Melvin Bacani for IMSA Alumni Association (arrived 9:10 a.m.), Anthony Marquez for IMSA Student Council (arrived 9:45 a.m.), JuliAnn Geldner for IMSA Parents Association Council

Chairman's Good News Items

Chairman Griffin welcomed Trustee Ana G. Rodriguez, Senior Vice President, Global Human Resources for Molex, who was appointed by the Governor to represent the public sector. Chairman Griffin said with the appointment of Trustee Rodriguez our Board membership is now complete for the first time in years. Ms. Rodriguez said she is pleased to join the IMSA Board.

Trustee Juby represented the Board at IMSA's inaugural Dr. Martin Luther King Jr. Celebration with featured presenter Dr. Julian Bond. Our thanks to Adrienne Coleman, who organized this memorable event, and all the others who participated including Sen. Linda Holmes.

Congratulations to Dr. Carl Heine on his book, *Teaching Information Fluency: How to Teach Information Consumers*, co-authored by Dennis O'Connor. The book examines the abilities of Internet searchers today; it also offers insights and advice distilled from years of the authors' work as a result of the 21st Century Fluency Project. A book release celebration is scheduled for January 24 at IMSA.

The Illinois State Assistance Commission (ISAC) announced 160 State Scholars from IMSA for 2014-2015. The students were identified through a combination of exemplary college entrance examination scores and high school achievement records. This outstanding academic designation indicates an especially high potential for success in college.

For the second year running, Tracy Townsend of IMSA's English Department and 39 other IMSA students and staff teamed up to meet and exceed their writing goals. We're proud to announce that on December 1, The IMSA Novelists Young Writers Program group -- entirely extracurricular and completely impassioned -- logged a final total of 343,764 words.

IMSA '93 Alumna Sunny Stalter-Pace's book *Underground Movements: Modern Culture on the New York City Subway* was published in November 2013.

An article co-written by Barbara Miller and Adrienne Coleman titled "The IMSA PROMISE: Igniting and Nurturing Diverse STEM Talent" was accepted for publication in the 2014 annual issue of *IAGC Journal* that will be released in February 2014.

IMSA's Professional Learning Day will be held on February 28, 2014 with two separate conferences -- one for Science and Math teachers of grades 6-12 with 28 different sessions and a second mini-conference with 16 sessions is being offered in collaboration with the Illinois Counsel for History Education for middle and high school History teachers.

Trustees Participation in FY14 IMSA Fund Annual Giving Campaign

Chairman Griffin reminded Trustees to support the IMSA Fund for Advancement of Education's FY14 annual campaign if they have not done so already. She pointed out that our Board is currently at a 54% participation rate out of our 100% target. She said the Fund Board is already at 100% and donations or pledges can be made today in person or on-line.

Trustees Comments

Trustee Rosner asked to have an email reminder sent to the Board regarding the Annual Giving Campaign with a link to the IMSA Fund donation site.

Trustee Brown spoke of attending the legislative visit to IMSA by Rep. Greg Harris in December. He said the students had great questions and there was an interesting discussion on issues dealing with marriage equality. He reported that Rep. Harris was very impressed and gained many ideas and insights. He thanked Ms. Veal and Dr. DeVol for making the arrangements. Trustee Juby also attended the event.

Reports of Liaisons

Chairman Griffin reviewed criteria for liaison reports, asking each group to focus on: 1) items that advance the six needs and priorities as identified by the Board for the Presidential Search and 2) other significant questions, issues or plans each group is working on. She announced that the IMSA Fund Board of Directors will rotate liaisons at Board of Trustees meetings in FY14 and welcomed Pamela Blackwell for the IMSA Fund Board.

IMSA Fund Board for Advancement of Education

Ms. Blackwell offered accolades to Paul Milano for his fundraising efforts resulting in upward trending. She noted telemarketing is better this year, two new Fund Board members have agreed to join, a request for proposal (RFP) was sent to four consulting firms for work on a Feasibility Study to determine IMSA's capability and capacity for a successful capital fundraising campaign, and a new challenge grant has been received from a Chicago foundation matching up to \$15,000 in gifts obtained by Fund Board members.

IMSA Alumni Association

Melvin Bacani said about 30 alumni volunteered their time to teach classes from Robotics to Data Mining during Intersession; the Alumni Career Fair event had to be cancelled due to cold weather issues; a regional San Francisco event was attended by over 70 alumni who connected with 16 IMSA Students participating in a Silicon Valley Intersession visit with Britta McKenna; and planning for summer reunions with 5 milestone classes has begun.

IMSA Parents Association Council (PAC)

Ms. McKenna reported for JuliAnn Geldner on current activities of the Parents Association Council including meetings, committee work, projects and donations. She said graduates' baby and childhood pictures have been received for a video presentation; e-vites rather than paper invitations will be used for graduation; discussions are being held on dorm issues during the cold weather and student retention; work on a Cultural Extravaganza is in process; and parents' current donation participation rate is 56%.

IMSA Faculty

Dr. Eric Hawker cited this as a transition period for faculty. He said two faculty members (Math and English) will be hired for next year. Science and history faculty are preparing for the Professional Development day in February. Faculty continue to look at ways to adapt the changing schedule that starts next fall. New courses for this year will be reviewed, including an English class on Tolkien, which ran for the first time last semester, along with a computational Science that is currently running.

IMSA Student Council

Anthony Marquez referred to Intersession opportunities for further learning and exploration such as visits to Rush Medical College in Chicago for medicine, and Silicon Valley for entrepreneurship. He also spoke of meeting with architects and members of the Facility Master Plan team to provide insights into student life at IMSA.

Board Business - Action Item

Minutes November 22, 2013 Board Meeting Closed Session

Trustee Brown motioned and Trustee He seconded the motion to approve the November 22, 2013 Closed Session minutes as reviewed in this morning's Closed Session. Voting aye were Trustees Griffin, Brown, Budzik, He, Mayer, Núñez, Olszewski-Kubilius, Roche, Rodriguez and Rosner. Trustee Juby abstained. The motion passed by a vote of 10 ayes, 0 nays, 1 abstention.

Report of the Treasurer

Kimberly Corrao cited two key financial points: 1) FY14 revenue at the end of December was about 9% higher than the previous year due in most part to fees from Professional Field Services' programs and residential program student fees; and 2) the receipt of FY14 grants and awards as of December 31, 2013 was about 25% less than last year due in part to decreased grants from government sources (i.e. ISBE, IBHE and DCEO) with the majority representing a decrease in awards from the IMSA Fund. Ms. Veal pointed out this is a timing issue since the Fund Board of Directors had decided not to award all the money up front as used to be done so interest can accumulate, thus additional funding is still available from the IMSA Fund pending requests from the Academy's program managers.

Ms. Corrao reported that the Budgeted Contributions Report is projecting a shortfall of about \$350,000, and the impact will be a decrease of our cash reserves from approximately \$3.7M to \$3.4M, though this could change as the Academy receives new grant funds that allow us to shift some budgeted expenditures from other Academy funds to the Special Purposes Trust Fund. Trustee He questioned the dollar amount the 9% represented. Ms. Corrao will check and get back to the Board. Trustee Roche commented on the upward trending of the shortfall and asked if there were any concerns. Ms. Corrao responded not necessarily because money will be redirected after our sweeps process. The plan is to ask for an increase in EAF (Education Assistance Fund) for next year and we will know more after working on our FY15 budget. She pointed out that the use of up to \$860,000 of IMSA's cash reserves, approved by the Board, is not reflected in the estimated ending balance because the actual amount and timing of this project is not yet known and funding for the recent damage to the residence halls needs to be determined.

Report of the President

Intersession

Ms. Veal thanked staff, especially Diane Hinterlong and Branson Lawrence, and students for their hard work on Intersession, held this year under extremely challenging Polar Vortex conditions. She also recognized alumni and other guest facilitators as well as our Russian visitors.

Strategic Updates

Residence Halls Water Damage and Repairs

Ms. Veal highlighted the tremendous efforts and responses of staff from residential life, maintenance, facilities, and security along with students who all rallied together to assist with the residence halls water damage, moves and repairs. Recognized at the Board meeting for their help were Jim Bondi, Jim Read, Vicki Burgholzer, Robert Hernandez, Reuel Abraham, John Wandolowski, Scott Nazimek and Emily Jia along with others who were unable to attend. Mr. Wandolowski pointed out there are separate procurement rules for emergencies and noted that repairs will include experimental new flooring.

Trustee Mayer mentioned that seeing pictures of the water damage brought back memories of what happened when she attended IMSA. Chairman Griffin thanked Ms. Veal for the immediate and continuing communications, which reassured the Board that the situation was in capable hands.

Our Work with Black and Latino STEM-Talented Students

Ms. Veal thanked Dr. Purva DeVol and Christopher Kolar for the work on this project. She commented on the difficulties obtaining complete and accurate data saying we had hoped to produce a comprehensive report but realize we cannot do so because of longstanding data systems challenges. Trustee Olszewski-Kubilius questioned whether the problem is inconsistency in the information collected or not having a common space for storing data. Ms. Veal responded that both were challenges and noted Mr. Bergie's leadership on the upcoming data consolidation project.

Mr. Bergie discussed data warehousing, consolidation and the Hobson's system remarking that our historical statistics are not that reliable; however, going forward, our goal is to have a high level of accuracy where data can be extracted and exported so everyone can view standard reports. Trustees discussed designing a system or using an existing database such as universities have. Mr. Bergie remarked that the technology is available and we continue to look at sources. He said our biggest problem is getting the information in an understandable form since IMSA is a state agency and looks at data differently. Trustee Rosner suggested taking advantage of state grants and other opportunities for funding and outside expertise saying she will send some information to Mr. Bergie. Ms. Veal emphasized the need to have accurate records for making informed decisions. She said this will be on the agenda at the next Board meeting and dovetails on the Multicultural Development Plan work led by Adrienne Coleman and our Human Resources' practices for identifying, recruiting and hiring diverse employees.

ACTION ITEMS

Minutes November 22, 2013 Board Meeting

Prior to the meeting Trustee Juby asked to have the November 22 open session meeting minutes removed from the Consent Agenda for a separate vote. Trustee Roche motioned and Trustee He seconded the motion to approve the minutes as presented. Voting aye were Trustees Griffin, Brown, Budzik, He, Mayer, Núñez, Olszewski-Kubilius, Roche, Rodriguez and Rosner. Trustee Juby abstained. The motion passed by a vote of 10 ayes, 0 nays and 1 abstention.

Consent Agenda

Ms. Veal recommended approval of the Consent Agenda as presented. A motion was made by Trustee Olszewski-Kubilius and seconded by Trustee Roche to approve the Consent Agenda as presented. Voting aye were Trustees Griffin, Brown, Budzik, He, Juby, Mayer, Núñez, Roche, Olszewski-Kubilius, Rodriguez and Rosner. The motion passed by a vote of 11 ayes to 0 nays.

The following items were approved:

Personnel Items

Retirement - Jill D. Mosshamer
New Staff - Kavita R. Adaita, Rebecca A. Barrow
Change in Status - Sarah Perron, Andrew Reif
Part-time - J'son A. Sanders

Policies

New

- Anti-Harassment Policy

Rescind:

- Sexual Harassment Policy

Modify:

- Personal Leave Policy

Reaffirm:

- Research with Human and Animal Subjects Policy IFAAA

CADRE: Faculty Self-Assessments Revision

FY14 Legal Services Contract Increase

Academic Calendar 2014-2015

Learning Opportunities for 2014-2015

INFORMATION AND DISCUSSION

Online Learning: RISE and Mentor Matching Engine

RISE

Ms. Veal briefly reviewed the background of online learning, quick wins/fast fails, and efforts to reconnect to the Board-endorsed vision from the design charrette. She said IMSA is moving towards doing fewer things that make good sense for us well and the RISE program (Research, Inquiry Skills, and Experimentation) and the Mentor Matching Engine are well-aligned and timely to serve other teachers and students.

Rich Busby spoke of correlating with Next Generation Science Standards/Common Core industry standards and pointed out that after the pilot, the first offering filled up with 41 paid registrants, 37 of whom completed the whole process. He reported total revenue of \$34,000; expenses of \$19,000 and a net of \$15,000. Trustee He questioned the per student cost; Mr. Busby responded \$770. Trustee Budzik questioned operational costs. The Board conversed about including all expenses such as mailing, marketing, administration and overhead to determine the actual revenue amount.

Trustee Rydland asked about scholarships, fee waivers and marketing. Frank Tomsic reviewed a soft marketing strategy and soft launch, targeted to approximately 3,000 students with about 1200 emails going out through Constant Contact. Building a model, capacity limits, quality interactions, working with Marketing and Communications, and page hits were discussed. Chris Kaucnik cited the use of social media, alumni and targeting summer program participants as additional marketing tools. Trustee Olszewski-Kubilius emphasized that a significant component is the quality of the person leading the course and wondered how many students one instructor could handle. Mr. Tomsic mentioned building a bench of quality faculty for online learning with about 20 - 25 students for each instructor, compiling and mapping data on student performance and obtaining additional details through a post course survey after the session ends in May. He noted the students are working on collegiate level projects and the systems are still under development. The timeline to launch a class can be up to 18 months with the current course being taught by Jacklyn Naughton. The Board conversed about indicators, retention rates, logic modeling, data systems, IMSA faculty connections and business plan development.

Mentor Matching Engine

Dr. Carl Heine discussed the background of Mentor Matching Engine (MME) including early contact by Northwestern University and being chosen by the Illinois Science & Technology Coalition (ISTC) as the tool for one of the R&D STEM Learning Exchange's "quick win" initiatives. He said 15 schools were invited for the pilot and there are 59 projects with 68 mentors approved to date out of 200 from various organizations such as Argonne, Loyola, IIT, MIT, Fermi Lab, Northwestern and IMSA to name a few. He briefly explained the process, said IMSA does background checks for the mentors and noted Ms. Naughton's role as a mentor administrator.

Ms. Veal said CoolHub/Mentor Matching Engine is of interest to the Illinois Shared Learning Environment, a potential home for the platform going forward. Trustee Rydland indicated his interest in using the Mentor Matching Engine in his district. Ms. Veal pointed out this is a prototype that we cannot share at this time because of the current agreement with ISTC. She also recognized the Tellabs Foundation and Abbott Fund for their contributions to help IMSA create and launch CoolHub.

Several Trustees complimented staff for both RISE and MME.

Trustee Isoye joined the meeting at 10:50 a.m. via teleconference.

Closed Session # 2

Trustee He motioned and Trustee Rodriguez seconded the motion to go into closed session to discuss Employment, Performance and Compensation of Specific Employees and Selection of a Person to Fill a Public Office (5 ILCS 120/2 Sec. 2a, (c) (1 & 3). Voting aye were Trustees Griffin, Brown, Budzik, He, Isoye, Juby, Mayer, Núñez, Olszewski-Kubilius, Roche, Rodriguez and Rosner. The motion passed by a vote of 12 ayes to 0 nays.

Return to Open Session

The Board returned to open session at 12:18 p.m.

Adjournment

A motion was made by Trustee Rosner and seconded by Trustee Juby to adjourn the meeting. Voting aye were Trustees Griffin, Brown, Budzik, He, Juby, Mayer, Núñez, Olszewski-Kubilius, Roche, Rodriguez and Rosner. The motion passed by a vote of 11 ayes to 0 nays. The meeting adjourned at 12:20 p.m.

Respectfully submitted,

Sheila MB Griffin
Chairman

Britta W. McKenna
Secretary Pro Tem