

Illinois Mathematics and Science Academy®

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

IMSA Board of Trustees Regular Meeting January 18, 2013

IMSA Horwitz Conference Room

Meeting Minutes

Call to Order

Chairman Griffin called the meeting to order at 8:30 a.m.

Roll Call

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

Members Present: Sheila Griffin, Kathy He, Steven Isoye, Luis Núñez, Paula Olszewski-Kubilius, Erin Roche, Marsha Rosner

Members Absent: Jay Budzik (arrived 8:55 a.m.), Mary Kalantzis, Jack McEachern, Harry Berman, Christopher Koch, Geoffrey Obrzut, James Rydland (arrived 9:35 a.m.)

Liaisons Present: Melvin Bacani for IMSA Alumni Association, Ron Kimberling for IMSA Parents Association Council, Kevin Zhang for Student Council

Liaisons Absent: Dan Gleason for Faculty, Stephanie Pace Marshall for IMSA Fund Board of Directors (arrived 8:37 a.m.)

Chairman's Remarks

Chairman Griffin shared the following good news items:

- 1) She recognized Science Faculty Dr. Mark Carlson, Dr. Peter Clancy, Dr. Peter Dong, Dr. Jeong Hwang-Choe and Sarah O'Leary Driscoll, and Coordinator of College and Academic Counseling Julia Husen who recently received National Board of Professional Teaching Standards certification
- 2) She congratulated two alumni, Jenny Deller '94, on her film, *Future Weather*, which features a 13-year-old girl in Southern Illinois with an avid interest in science and is set for the theatrical world premier in Chicago at the end of February and New York at the beginning of March, and Ramez Naam '90, on his first novel, *Nexus: Mankind Gets an Upgrade*, which came out in December.
- 3) She complimented the Professional Field Services team for a successful re-opening of the IMSA Field Office in Chicago (new location: Beasley Academic Center) with Trustee Roche attending and for the continuing growth and success of IMSA FUSION.
- 4) She thanked the Development Team, volunteers, Fund Board members, parents and alumni, for an excellent fall semester noting the number of gifts and the total amount of gifts received by the IMSA Fund doubled, including several five- and six-figure unrestricted gifts, a number of first-time gifts from parents of alumni along with several more grants being awarded including a

\$40,000 challenge grant for FUSION from an anonymous foundation and \$66,000 from the Abbott Fund.

She also recognized Dr. McGee's special donation to the IMSA Fund by giving half of the prize money he received this summer from the Mike Kneale Educational Excellence in Leadership Award as a matching challenge for alumni donations; the other half of the award was contributed to his wife's program at North Central College Junior Senior Scholars Program to seed a matching challenge. She said Dr. McGee's personal challenge to alumni was a significant factor in reaching an all-time high of 16% participation by the end of December, surpassing the goal for this fiscal year.

Reports of Liaisons

Faculty

Cathy Veal reported for Dan Gleason on increased faculty contributions to Digital Commons and the growth of the Repository in support of Strategy 4. She said two-thirds of IMSA faculty have contributed to an article, lesson plan or conference presentation on the site and noted that Paula Garrett and Jean Bigger would discuss this further at the March meeting.

Student Council

Kevin Zhang commented on Intersession including topics on medieval history, international culinary arts, infectious diseases, and cinema along with travel to China and Spain, Student Council's toy drive for needy children (230 toys for 152 children were collected) during the holiday season, and holding a Forum on Sleep and Stress aimed at improving the quality of life for the student body.

Parents Association Council

Ron Kimberling shared a strong parents' participation rate of 58% with contributions totaling \$94,315, including pledges and an anonymous matching gift of \$25,000, details on past and future presenters for PAC meetings, bylaw changes, identifying potential new officers, regional coordinators and representatives to serve next year and elections to be held at the April Annual Meeting.

Alumni

Melvin Bacani remarked on alumni involvement during Intersession including their 2nd Annual Career Fair focusing on STEM, exceeding the 16% goal for alumni contributions, the success of the December 3 alumni Facebook event in California and planning the upcoming Seattle event on March 7.

IMSA Fund

Dr. Marshall discussed financial information, successful fundraising activities including the new telemarketing initiative and learnings, beginning critical exploration of new, sustainable financial models and recruiting a number of prospective IMSA Fund members who will help build expertise and financial capacity.

Chairman Griffin congratulated Dr. Marshall on her appointment as a Trustee of Lincoln Academy by Governor Quinn.

Report of the Treasurer

Patrick Furlong said the new Budgeted Contributions report provides context for looking at the program finances and will continue to evolve; he invited Trustees' recommendations. He noted there is an addendum to the highlights memo which summarizes information in the new report and pointed out that the Budgeted Contributions report is tied almost to the dollar to the traditional report with the small differences due to rounding.

Trustee Olszewski-Kubilius questioned the shortfall in the academic program area; Mr. Furlong responded that this year the programs are not generating enough revenue and with the cut in IMSA's Educational Assistance Fund (EAF) budget staff are increasingly looking to reserves to pick up the slack. Trustee Rosner asked about committed vs. flexible funds. The Board discussed possible allocation of student fees to other buckets rather than just applying it to residential, various ways of presenting data, administrative support for programs, infrastructure and headcount. Trustee He asked about FUSION and the possibility of presenting per student costs for programs. Mr. Furlong noted the difficulty in breaking down 60 different budget units every 2 months.

Mr. Furlong said IMSA received one material finding in its Annual Audit due to legislation that was passed which staff did not know about regarding safeguarding social security numbers. He said the issue is being addressed and a new policy would be brought to the Board for approval. Mr. Kimberling advised that his school uses software to block social security numbers and help with compliance. Mr. Furlong replied that procedurally IMSA is fine, the problem was not having a policy in place.

Mr. Furlong said IMSA is still waiting for the Office of Management and Budget to approve the 2% reallocation request which was passed by the Board of Higher Education.

Dr. McGee remarked that the latest information indicates next year's higher education budget may be reduced by 4.6%, however, staff are planning for 5% and 10%. Trustee Budzik asked how reduction planning was done and the impact on programs. Dr. McGee responded it was mostly about personnel. He spoke about the formal presentation and the importance of the legislative narrative noting elected officials want to see measurable returns and other revenue sources. Trustees and staff discussed IMSA's costs per student and appropriate comparators.

Report of the President

Dr. McGee introduced IMSA's new Chief Information Officer, Lawrence "Bud" Bergie, and thanked Trustee Budzik for his help with interviews. Mr. Bergie said it has been an interesting first week and he is excited to be here. Dr. McGee mentioned that Preview Day will be held on the last Sunday in January; Student Council Liaison to the Board, Kevin Zhang, has been accepted early at Dartmouth; and the Professional Field Services exhibit in the case in the front should be viewed on the way out.

He briefly reviewed participation with West Aurora School District 129 in the Organisation for Economic Co-operation and Development (OECD) testing based on the Programme for International Student Assessment (PISA). Dr. Sharp spoke to IMSA scores noting the 2012 study was a pilot, and we only know what IMSA did since the rest of the scores are mean. She provided a one-page handout saying the complete report (120 pages) be shared with

the Board after the meeting. She invited Trustees to contact her with comments or for additional information. Dr. McGee said he will try to get the scores for Thomas Jefferson High School for Science and Technology.

The Board discussed the scores in more detail, how the test was administered, participation by other schools/countries and economic comparables. Dr. Marshall noted that 20 years ago IMSA took the PISA along with 18 other high schools; the group was an exception and came out first in the world. Trustee He pointed out that the Chinese government has a lot of money to spend on its strategic interests such as schools and technology. Trustee Olszewski-Kubilius noted there is evidence that investments in talent development work.

Dr. McGee briefly reviewed his Intersession trip to China saying the students were more interested in spending time on projects than sightseeing. He noted that Chinese partners at RDFZ are both collaborative and competitive.

Action Items

Consent Agenda

A motion was made by Trustee Budzik and seconded by Trustee Isoye to approve the Consent Agenda as presented. Voting aye were Trustees Griffin, Budzik, He, Isoye, Núñez, Olszewski-Kubilius, Roche and Rosner. The motion passed by a vote of 8 ayes, 0 nays.

The following Consent Agenda items were approved.

Minutes

November 14, 2012 Regular Board Meeting

Personnel Items

Resignations

Byron K. Bowling, Amanda L. Lee

New Staff

Lawrence "Bud" Bergie, Ellen K. Brinich, Kelly M. Lofgren, Robert E. Rice

Seasonal/Temporary

Elise M. Boysha, Phyllis A. Hanna, Monique Liguori-Weinberg

Change of Status

Michael J. Polz, Jr.

National Board Certification of the National Board for Professional Teaching Standards (NBPTS) one-time \$3,000.00 added to base salary:

Mark L. Carlson, Jeong Vera-Hwang Choe, Peter B. Clancy, Peter J. Dong, Julia A. Husen, and Sarah J. O'Leary-Driscoll

IMSA Learning Opportunities/Courses – New Offerings

- Literary Theory and Criticism
- Tolkien: Language and Literature
- The History of China and India

Policies

- Admissions Policy – Revised
- Unpaid Leave of Absence – New
- Holidays Policy – Revised

Rescinded:

- Extended Leave – Personal
- Extended leave – Professional
- Religious Holiday Policy

Minor Changes:

- Authority to Enter in Contracts and Agreements
- Payroll Advance Contingency Program

Featured Agenda Item

IMSA FUSION “Alumni” and IMSA Alumni

Carolyn Johnson reviewed types of information being tracked for alumni including majors, degrees, work and giving back to IMSA as donors and volunteers.

Trustee Olszewski-Kubilius spoke of her interest in FUSION goals. Jami Breslin discussed developing logic models a few years ago, working with institutional research on the goals and wanting to tie everything back together to see if FUSION students have a sustained interest in math and science. Trustee Olszewski-Kubilius suggested ways to determine significant impact could include whether students took more classes or advanced classes such as AP or calculus, making them more impressive college candidates. Trustee He asked about the criteria for participation; Ms. Breslin responded that the students are chosen with autonomy by our partner schools and are top performers.

The Board discussed the Transcript Study, the four program goals, tangible outcomes and evidence of success in further detail. Trustee Olszewski-Kubilius noted the Board has been asking for evidence for years and recommended refining the study to show how FUSION has impacted these students by having a better control group to determine the results. She asked if IMSA has the capability to do this internally or if it would need to be contracted out. Trustee Rosner recommended comparing FUSION students to those who were not in FUSION and building a partnership with a school or institution to do this; Trustee Rydland emphasized that the partner should be advised up front about doing a longitudinal study. Trustee Núñez cautioned about contracting out. He emphasized this is an IMSA core program and he wants to see what IMSA is doing without depending on outside research.

Ms. Breslin indicated the need to look deeper at participating students, the programs during the school day and how the students compared to those in the after school programs. Trustees discussed GPA results for African American students, diverse economics in various areas, cost per student, courses available to specific students in their high schools, and using top performers in and outside of FUSION for the control group.

Dr. McGee mentioned the economic impact study by the North Carolina School of Science and Mathematics and its alumni noting it was a big six-figure project. Carolyn Johnson said

she will look at the study and think about what the Board might want us to do. Trustee Olszewski-Kubilius questioned whether it would be worth the investment to do something similar here, and Trustee Griffin asked how we would use the information. Trustee Rosner said the target focus could be for legislative with a different one for donors. She spoke to the need of a national conversation about risk. Trustee He said to share it nationally is a great idea. Dr. Marshall spoke of the financial model noting assessment is driven by the current stakeholder mix, though that will not necessarily be the same going forward.

Information and Discussion Items

Residence Halls Capital Development Project

Rich Busby briefly reviewed the current project status, the team effort in conjunction with the State's Capital Development Board (CDB) required for vendor selection, and the need for final state procurement approval. He said STR Partners was selected as the architectural firm for IMSA's renovation project, and IMSA will still need to hire a construction manager/owners' representative.

Jan Taniguchi and Colby Lewis of STR Partners attended the Board meeting and offered additional information about their firm along with a handout. Mr. Taniguchi spoke of the firm's interest in students and learning, with over 43 years of service to Illinois' educational system citing their motto of "Enhancing Now Envisioning Futures." He said the firm has extensive experience working on CDB projects noting their cost estimating division is especially important while making the residence halls inviting and comfortable for students.

Mr. Lewis commented on the passion and energy in the room. He discussed using a holistic approach on the project with an inclusionary process covering all areas of IMSA. He commented on building consensus through the use of alternates and stressed the importance of communications, evaluation and the long-term cost estimating component. He pointed out that our residence halls all look the same and asked, "should they?" He said his team is eager to begin but needs to wait for the Chief Procurement Officer's approval.

Chairman Griffin recalled that Dr. Marshall and she worked with an architectural firm and CDB in designing the residence halls and said they had to "fight tooth and nail" to get the windows, bathrooms, and other items put in. She said she appreciated STR Partners' philosophy and commitment to student needs.

Academic Calendar 2013-2014

Dr. McGee said because of the residence halls renovation project scheduled during the summer of 2014, a draft academic calendar for 2013-2014 has been developed and reviewed by faculty and staff to meet instructional needs and extend the summer for the capital project. He said second reading and approval would be scheduled for March.

Dr. Diana Sharp highlighted proposed calendar modifications including replacing Intersession during the first week of January with classes and possible Intersession travel in May, holding classes on Martin Luther King, Jr. day with a required assembly honoring the work of Dr. King, shortening the President's Day holiday to a 3-day weekend and replacing Spring Break with a 4-day extended weekend. She said graduation would take place on Friday, May 16 at the Paramount, 10-month staff would be on campus for an additional 7 days following graduation, and communications plans were being developed to ensure that everyone is notified of all

calendar and program changes. Dr. Hernandez noted that Student Council was “on board” and the calendar would be presented to the Parents Association Council at its next meeting.

The Board discussed flexible programming, doing Intersession online, and the effect this project will have on summer programs. Michelle Kolar advised that outreach could take a significant financial hit and said staff are considering more day programs and looking for partners in terms of holding more off-site residential programs. Trustee Roche asked if there were HR rules about changing holidays. Ms. Spreitzer replied “no” though added that Dr. McGee could propose a Board resolution to make any changes that were necessary.

ISTA New Teacher of the Year Award Presentation

Dr. McGee introduced Assistant Professor Jill Bucher, from Lincoln Academy and Awards Chair of the Illinois Science Teachers Association (ISTA), on campus to present ISTA’s New Teacher of the Year Award to Dr. Peter Dong.

Ms. Bucher said it was a pleasure to be at IMSA and present the award to Dr. Dong, an outstanding fourth year science teacher who has impressed his colleagues with the quality and thoroughness of his feedback to students.

Kevin Zhang said Dr. Dong taught him as a sophomore and has been his speech coach for the past 2 years. He praised the quality of Dr. Dong’s work noting he is more than just a teacher and “no other teacher deserves this award more.” Dr. Ron Kimberling said his son also had the benefit of Dr. Dong’s instructions and though Modern Physics is rated one of the hardest classes, it is also very highly sought after. He cited Dr. Dong’s speech at the senior banquet and called him “IMSA’s ethical conscience” regarding plagiarism and cheating.

Dr. Dong spoke to his love for IMSA and expressed his appreciation to Ms. Bucher for traveling here to present the award. Chairman Griffin thanked Dr. Dong for his contribution.

Proposed Policies – 1st Reading

Ms. Spreitzer said the following policies were presented for a first reading following review by the Executive Committee and legal counsel. She said the new Personnel Records Policy combines the intentions of the two current policies while incorporating reference to the Illinois Personnel Record Review Act, details acceptable contents and requirements, and adds a retention schedule:

- Personnel Records Policy (New)
- Personnel Records - Maintenance (Rescind)
- Review of Personnel Records (Rescind)

Ms. Spreitzer said another new policy, *Solicitation by or From Staff*, was proposed to replace two current policies that will be rescinded. The new solicitation policy is intended to align to actual practice and will provide employees with general guidance. An associated solicitation administrative procedures document containing specific examples of permissible and prohibited activities has also been developed, but does not require Board approval.

- Solicitation By and From Staff (new)
- Solicitation Administrative Procedures Document (new – not requiring approval)
- Solicitation by Staff (rescind)

- Solicitation from Outside (rescind)

Closed Session

A motion was made by Trustee Isoye and seconded by Trustee Budzik to go into closed session to discuss closed session minutes from November 18, 2012, 5 ILCS 120/2 (c) 21, matter relating to an individual student – Student A, 5 ILCS 120/2 (c) 20, and employment, performance and compensation of specific employees, Employee A and FY13 President's Goals and succession planning (5 ILCS 120/2 (c) 1. Voting aye were Trustees Griffin, Budzik, He, Isoye, Núñez, Olszewski-Kubilius, Roche and Rosner. The motion passed by a vote of 8 ayes, 0 nays.

Closed Session Held

Returned to Open Session

Board Business – Action Item

Minutes November 14, 2012 Board Meeting Closed Session

A motion was made by Trustee Isoye and seconded by Trustee Budzik to approve the closed session minutes from the November 14, 2012, Board meeting as presented in today's closed session. Voting aye were Trustees Griffin, Budzik, He, Isoye, Núñez, Olszewski-Kubilius, Roche and Rosner. The motion passed by a vote of 8 ayes, 0 nays.

Adjournment

Chairman Griffin thanked the Board and said the next meeting would be held on March 13, 2013.

A motion was made by Trustee Isoye and seconded by Trustee He to adjourn the meeting. Voting aye were Trustees Griffin, Budzik, He, Isoye, Núñez, Olszewski-Kubilius, Roche and Rosner. The motion passed by a vote of 8 ayes, 0 nays.

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Sheila MB Griffin
Chairman

Catherine C. Veal
Secretary