

**MINUTES OF THE REGULAR MEETING**  
**OF THE**  
**BOARD OF TRUSTEES OF SPOON RIVER COLLEGE**

**Wednesday, April 22, 2020**  
**6:00 p.m.**

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, April 22, 2020, at 6:00 p.m. at the Canton Campus, Room T201, Canton, Illinois.

Due to the COVID-19 pandemic, Trustees and the public were provided the option to phone in to the meeting by calling (309) 649-6333.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Schleich, Chair, called the meeting to order 6:00 p.m.

President Oldfield announced the following:

Pursuant the Governor’s Executive Order 2020-07 dated, March 16, 2020, specifically Section 6 of the order:

“During the duration of the Gubernatorial Disaster Proclamation, the provisions of the Open Meetings Act, 5ILCS 120, requiring or relating to in-person attendance by members of a public body are suspended. Specifically, (1) the requirement in 5 ILCS 120/2.01 that “members of a public body must be physically present” is suspended; and (2) the conditions in 5 ILCS 120/7 limiting when remote participation is permitted are suspended.”

Therefore, members of the Board of Trustees will be attending today’s regular monthly meeting of the Board of Trustees by telephone conference call.

1.2 Roll Call

Members Present:	Mr. John Biernbaum – via telephone
	Mrs. Linda Butler – via telephone
	Mr. Jerry Cremer – on campus
	Mr. Dave Maguire – via telephone
	Mr. Kevin Meade – via telephone
	Mr. Phillip Murphy – on campus
	Mr. Kent Schleich – on campus
	Ms. Molly Linder – on campus

Present were Mr. Curt Oldfield, President (on campus); Mr. Brad O’Brien, Dean, Career and Workforce Education (via telephone); Ms. Missy Wilkinson, Dean, Student Services (via telephone); Ms. Holly Norton, Dean, Instruction (via telephone); Mr. Colin Davis, Director, Foundation (via telephone); Ms. Janet Munson, Director, Enrollment Services/Registrar (via telephone); and Mrs. Julie Hampton, Executive Assistant to the President/Recorder (on campus).

Also present: Mr. Jaylen Lyttaker (on campus); and Mr. John Froehling, Fulton Democrat (via telephone).

1.3 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance.

1.4 Public Comment

Mr. Schleich said asked if anyone present would like to address the Board. There were no requests.

1.5 Approval of Minutes

1.5.1 March 25, 2020, Regular Meeting Minutes

Following a motion by Mr. Cremer, seconded by Mr. Murphy, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the March 25, 2020, Regular Meeting Minutes.

1.6 Resolution Honoring Molly Linder, Spoon River College Student Trustee

Mr. Schleich read the following into record:

**RESOLUTION OF APPRECIATION  
STUDENT TRUSTEE MOLLY LINDER  
2019-2020**

**WHEREAS**, Molly Linder served as Student Trustee on the Spoon River College Board of Trustees from April 2019 to April 2020; and

**WHEREAS**, Molly was involved throughout her term in Board and College activities, representing the interests of students while attending Board meetings and College events, serving as an effective advocate in the role of the Student Trustee; and

**NOW, THEREFORE, BE IT RESOLVED** That the Board of Trustees of Illinois Community College District #534 gratefully expresses to Molly Linder the appreciation and gratitude of the entire District for her service on the Spoon River College Board of Trustees.

Following a motion by Mr. Maguire, seconded by Mr. Biernbaum, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the Resolution of Appreciation, Student Trustee Molly Linder, 2019-2020.

President Oldfield thanked Molly for her service on the Board of Trustees. He said Molly plans to transfer to Southern Illinois University at Edwardsville. Molly thanked everyone for the opportunity to serve. She said she has enjoyed the experience and learned a lot.

1.7 Seating of New Student Trustee  
Jaylen Lyttaker – 2020 - 2021

1.7.1 Administer Oath of Office

Mr. Schleich administered the Oath of Office. President Oldfield explained that Jaylen completed an orientation session. President Oldfield said he and Trustee Maguire met with Jaylen a couple of weeks ago.

1.8 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

The last meeting of the Association scheduled for March 13-14 was cancelled due to concern of the then developing COVID-19 (Coronavirus) situation. Since then all in person meetings of the Association scheduled for Springfield and elsewhere have been cancelled. There will be a video/telecommunication meeting of the Board of Representatives on Wednesday, April 29. Meetings such as the Nominating Committee, Awards Committee, and others are being changed to some type of video/telecommunication format.

The Annual Convention scheduled for June in Chicago has been cancelled. There is discussion about rescheduling the annual recognition event to be in conjunction with our September meeting. The event would be downstate and would be in line with the 50<sup>th</sup> Anniversary of ICCTA.

The Legislature has cancelled its sessions at this moment and we are unsure of what process they will be using to deal with any pending legislation including the 2021 Fiscal Year budget. The Next Illinois Senate session day has been scheduled for Tuesday, April 28 though it is doubtful that will happen and as of this time the Illinois House has not scheduled their next session day.

There is a projected \$2.7 Billion Budget deficit in the current FY 2020 budget due to deferring of income tax filing deadline to July which would be in the FY2021 year. There has been discussion about a onetime shift of funds and borrowing to cover the deficit.

There has been discussion with the Governor's and the Legislative Leader's staffs about a possible maintenance budget for FY2021. Unfortunately there are too many variables in play at this time, one of which is whether the proposed Illinois Constitutional Amendment will pass in November. There is a little more than 30 days out till the end of the regular legislative session.

Leadership of the Association is trying to stay up to date in this ever changing environment and are working on ways to communicate with the membership and carry out the needed business.

A list of dates and meetings of interest with what we know to be the current status are submitted with my report.

Are there any questions?

**Upcoming dates and meetings of interest:**

**APRIL 2020**

April 28 **CANCELLED** - Student Advocacy Day, State Capitol, Springfield

April 28 ICCTA Committee meetings **VIA VIDEOCONFERENCE**

April 29 ICCTA Board of Representatives Meeting **VIA VIDEOCONFERENCE**

April 29 **CANCELLED** - ICCTA Lobby Day, Springfield

**MAY 2020**

May 31 Scheduled Adjournment of the Illinois General Assembly

**JUNE 2020**

June 4 – 6 **CANCELLED** - ICCTA's 50th anniversary convention, Chicago Marriott

June 9 Downtown Magnificent Mile Hotel, Chicago  
June 9 Illinois Board of Higher Education meeting, Northeastern University, Chicago  
June 18 Illinois Student Assistance Commission, Chicago

**AUGUST 2020**

August 14-15 ICCTA Executive Committee planning session - – Heartland Community College, Normal, IL

**SEPTEMBER 2020**

September 11-12 ICCTA Board of Representatives and committee meetings

**OCTOBER 2020**

Oct 30 – Nov 3 Association of Community College Trustees Leadership Congress  
Hyatt Regency Chicago

**JUNE 2021**

June 3 – 5 ICCTA Annual Convention and Board of Representatives Meeting  
Marriott Bloomington-Normal Hotel & Conference Center, Normal, IL

1.9 Report – Student Government Representative

Mr. Jaylen Lyttaker presented the following report:

Congratulations to the new members inducted into the Nu Delta Chapter of the Phi Theta Kappa Honor Society for the 2019-2020 academic year. To be eligible, students must complete a minimum of twelve hours of transferable course work and earn a cumulative GPA of 3.25. Currently, 137 PTK members are enrolled in coursework at SRC.

TRIO has adapted on-campus workshops to be offered online, through the TRIO101 Canvas group page. The following workshops have been delivered in the alternate format in March: applying for transfer scholarships, applying for WIU transfer scholarships, mental health, stress management and test taking.

TRIO has also modified the required program service of campus visits by promoting virtual campus visits. So far, Western Illinois University, Illinois State University, and Southern Illinois University-Carbondale have been featured.

HEAL advisor Melissa Miller is keeping her students motivated and inspired about their future careers in healthcare. Melissa is coordinating weekly Facebook posts for students to read and share including:

- The Coronavirus.gov guidelines and how to do your part in slowing the spread of COVID-19.
- Importance of social distancing.
- Blood donation and saving lives-this post reached over 1,000 people.
- Inspirational and motivational messages including "When everything is uncertain, everything that is important becomes clear."

Mr. Murphy commented on Melissa Miller's recent Facebook article about her trip to Westview School before COVID 19. Melissa presented to students on dealing with illnesses. He felt that was very valuable. President Oldfield said that visit was in November 2019, and Melissa Miller and Shana Rudd visited YMCA Daycare and showed the young kids the proper way to wash hands. Those are important and timely issues. President Oldfield reported that he toured Jaylen around the Canton Campus. President Oldfield congratulated Jaylen on his very first report.

1.10 Report - Spoon River College Foundation

Mr. Phillip Murphy presented the following report:

- The SRC Foundation Board met Wednesday, April 15, remotely via IVS/ConX.
- The Foundation Board received a report from both MidAmerica National Bank and Wells Fargo on its investment portfolios.
- The Foundation had established, by e-mail, its Student Emergency Hardship Fund to provide grants to SRC students who have experienced income loss, unexpected expenses, or other financial hardships during the pandemic – and appropriated \$10,000 from unrestricted funds to cover immediate requests while funds are raised. A committee of three Foundation Board members to evaluate each application was formed at this meeting.
  - Information on the policies and procedures of the SEHF can be found at <http://www.src.edu/foundation/Pages/Emergency-Hardship-Fund.aspx>. Links to apply for funds or donate to the fund are also available on this page, and Colin has prepared a full, detailed presentation on the SEHF for Cabinet that will be made available to the Trustees in the coming days.
- As might be expected, much of the meeting was geared to strategy for the Foundation in the era of COVID-19.
  - President Oldfield brought the Foundation Board up to speed with updates on how SRC is responding to the pandemic.
  - Colin gave updates on the following:
    - Recent communication with donors – the Foundation has worked to send mail communication to a large number of its donors and scholarship contacts, in order to check in and transparently offer information on how the Foundation is operating, and what our needs will be/how COVID-19 is impacting us.
    - Recent federal/state legislation and how they impact the SRC Foundation. Major updates include an above-the-line \$300 tax deduction for taxpayers who only claim the standard deduction, the funds that SRC will receive from the CARES Act (including the portion that must be used for cash grants to meet hardship needs for students), and a statewide Student Emergency Fund has been set up by ICCB/IBHE/ISAC to provide funds to students at each public university and community college (and IMSA) in the state. For each \$1,000,000 that this fund raises, the SRC Foundation will receive \$9,114.
    - Recommendations from consultants, mailing lists, and research for how non-profits (and institutionally-related foundations) should respond and act during COVID-19 and other times of crisis.
  - After all the relevant info was presented, Foundation Board members made other suggestions for ways to connect with donors during this time, as well as ways to engage alumni and donors with the college virtually. Other suggestions continue to come in by e-mail and phone since the meeting.
  - The golf outing is not yet postponed, but its cancellation grows more likely by the day (with a decision to be made by 5/1). The President's Reception on April 30 is postponed, with the new hope is to combine the event with the Alumni Reception in early November, if gatherings are allowed by that point.
  - Bruce Beal offered an update on the sign project, with voting for appropriation likely to occur at the May meeting.
  - Nick Tinsman gave an update on the Villas.
  - Finally, the Foundation's scholarships for AY20-21 were awarded on Thursday, April 16. Because these funds were unaffected by the market downturn (funds awarded were based on the realized investment gain for the year ending 6/30/19), we were able to award at least one scholarship (and in many cases two) to every in-district student who applied and met the minimum qualifications. Options to supplement scholarship funds for AY21-22 may need to be considered if the market downturn continues into the summer as expected.

Mr. Schleich asked if Colin had anything to add. Colin said that the scholarships for 2020-2021 awarded last week have been largely unimpacted by the recent market downturn because those funds were from the fiscal year that ended June 30, 2019. We were able to award a scholarship to each applicant, and in some cases the Foundation awarded two.

Mr. Schleich said he heard Colin on the radio this morning and heard him explain the scholarship award process. It was a very worthwhile report.

#### 1.11 Report – Board Member Comments

Mr. Schleich asked for comments. There were no additional comments.

#### 2.0 PRESIDENT’S REPORT

President Oldfield thanked everyone for attending in person and the majority who are present via phone. It will be nice to get everyone back together soon.

President Oldfield shared that a Multipurpose Building Coordinator has been hired effective June 1. Kelly Severs replaces Amanda Atchley. Kelly will be the coordinator of the activities of the building and a resource for students and staff. She will also help and assist with home athletic events. The Multipurpose Building Coordinator position is a full-time Professional Support position. We look forward to having Kelly on board!

President Oldfield shared information on the CARES Act, and he explained that he will also share this information in writing. The CARES Act was passed, and the allotment to SRC was \$617,000 from the Federal Government, and 50% is for students. We have received guidance from the US Department of Ed, and we can only give funds to those students who are not online only students. Students are also ineligible if they do not meet Federal financial aid criteria. Students need to be a US citizen, have the qualifications of a social security number, men have to have applied for selective service, etc. That is part of what we will be looking into to make sure students meet the eligibility requirements. Of that \$308,000, we are not allowed to award to dual credit students because they are already receiving stimulus funds through parents as a dependent. We anticipate that we will have 800 to 900 students eligible for the funding. We will take 10% of the funds and put in a fund with the Foundation for students who may have needs this summer. To remind you, the CARES Act is meant to offset expenses of transition from face to face to online classes this spring semester. We do not know what will be issues for summer. We want to have funds held back to address those possible issues. Those funds could be awarded on an application basis in addition to the hardship funds that the Foundation has. We would then have approximately \$25,000 for the Foundation to have for awards. The Foundation would be less encumbered when considering awards. When we did the math, after that, President’s Cabinet decided on a per student refund check and that amount will be between \$300 and \$400 per student from the CARES Act funds. The funds would go directly to students and not on their student account. President Oldfield asked if there were questions. Mr. Cremer asked if there were any students who were unable to get home. President Oldfield said we are not aware of any. The sticky situation with that is that the majority of those students were NJCAA athletes, and we would not have been able to pay or assist with funds to get them home.

President Oldfield reported about the institutional funds of the Act, and he said that is related to the College’s expenses especially in terms of additional COVID 19 expenses. Examples of those additional expenses include extra licensure, bandwidth, and any relationship to extra salary expenses. We do have some additional expenses that are documented and will be provided to the Federal government for the funds. Funds cannot be used for senior level administrators and those salaries. It can be used for IT staff. Brett has been capturing those expenses.

President Oldfield addressed the Hardship Fund and thanked the Foundation and Colin Davis on the responsiveness on this issue prior to the CARES Act. The Foundation has been instrumental in filling the gaps for our students when the unexpected expenses were incurred. He thanked the Foundation.

Lastly, President Oldfield reported that going forward we are working on a revitalization plan. If the Governor was to release or adjust some of the stay at home order, we are developing plans to address that possibility. Cabinet will meet on Tuesday of next week to continue working on a plan. We plan to bring faculty and staff back to campus when we can and will have a plan in place moving forward. Work continues for summer and efforts are needed to get fall enrollment back on track. If the Governor does relax any of the orders, we have plans in place to get operations back to full steam.

2.1 Communications

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of April 2020:

Payroll	\$ 567,455.91
Accounts Payable (excluding Travel)	354,661.05
Accounts Payable Travel Expenses	4,506.68
Accounts Payable BOT Travel Expenses	- 0 -
Electronic Payments (Health/Life Insurance)	144,518.32
Student Refunds – Accounts Payable	3,224.60
Student Refunds – Nelnet (electronic)	<u>65,259.61</u>
<b>TOTAL:</b>	<b>\$1,139,626.17</b>

Following a motion by Mr. Murphy, seconded by Mr. Cremer, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees authorized the following payments for the month of April 2020:

Payroll	\$ 567,455.91
Accounts Payable (excluding Travel)	354,661.05
Accounts Payable Travel Expenses	4,506.68
Accounts Payable BOT Travel Expenses	- 0 -
Electronic Payments (Health/Life Insurance)	144,518.32
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<b>TOTAL:</b>	<b>\$1,139,626.17</b>

2.3 Institutional Planning

- Canton Outreach Update – Brad O’Brien and Andrea Barbknecht

President Oldfield thanked Brad O’Brien and Andrea Barbknecht on preparing a presentation that has been posted in SharePoint for the Trustees. Brad added that with the presentation that Andrea prepared that we are having a Zoom meeting on Tuesday, April 28 at 9 a.m. for small businesses to learn about resources for small businesses. Bill Blessman of Mason County will hold the meeting. We have more information on our Facebook page and Community Outreach page on our website. President Oldfield thanked Trustee Cremer for suggesting this and also Bill Blessman for doing this for us as well. It is free of charge and open to anyone.

- High School Data – Missy Wilkinson and Janet Munson

President Oldfield thanked Missy and Janet for the following presentation:

Janet thanked the Board for the opportunity to present information on High School Data. She explained that this is the annual report on high school graduates. She presented the 2019 population of SRC district high schools and the number of seniors. Janet presented the 2019 high school graduates attending SRC in the fall of 2019. She said our goal is 25% or higher. We are at 26% which is an improvement over last year when we were at 20%. Janet presented the 2019 college bound high school graduates attending SRC in the fall of 2019. The target is 34% or higher, and this year we are at 40%. Again, this is an improvement over last year when we were at 29%. Janet reviewed the high school capture and explained the comparison of the number of overall graduates at each high school and the number of college bound students. Mr. Meade asked about any valedictorians coming to SRC. Janet said we have some and at least one from Canton (which is Janet's daughter). Janet presented the dual credit capture and explained that the numbers have increased since the addition of the Dual Credit Coordinator position at SRC. Janet also reviewed Campus Visit/Career Exploration, which was started last year. We have had very positive feedback and student engagement. We will continue to highlight programs. In September we highlighted Computer Information Systems and in Macomb we partnered with MTC Communications in Colchester. We had SRC staff as well as 15 students attend from three in-district high schools. In Canton, the Campus Visit/Career Exploration was held on campus, and we had four in-district high schools, staff, and current students in the program attend. Janet also addressed what we are doing and how we are letting students know that during this time dealing of with COVID 19, we are reminding students that we are still open, advisors are reaching out to students, and we also have been in contact with high school counselors to request lists of students who would have typically met with advisors when we visit schools. Placement testing has been a bit of a challenge. We have been using high school transcripts, ACT and SAT test scores to place students. We are also setting up remote testing using Zoom Plus and students can take placement tests at home and advisors can proctor the test. The ACE Team is meeting tomorrow to explore additional ideas to reach students for registration. Janet gave Brad credit for identifying three different types of students for us to consider. We have students who were undecided on where to attend before the stay at home order. We also have parents who may not want to send students too far from home, and then unfortunately there are families whose financial situations may have changed. We are reaching out to those groups to let them know what we have to offer them. She asked if there were any questions.

Mr. Schleich said it is a very trying time to do the job, and it sounds like Janet and the staff are trying to think outside of the box.

Mr. Meade said Janet's daughter is not only valedictorian but also Artist of the Month for Canton High School. President Oldfield said we are looking forward to having Sydney Munson at SRC. President Oldfield said we have 8 employees who each have a senior graduating and all 8 are attending SRC this fall.

#### 2.3.1 Bargaining Unit Labor Contract between the Spoon River College Faculty Association and the Spoon River College Board of Trustees.

President Oldfield presented this item and asked the Trustees to approve a 3.5% salary increase for the Faculty Association. This would be part of a four year contract with the Faculty. President Oldfield said this is the third year, and within that contract is a salary reopener. This agreement was made before the COVID outbreak. The Faculty Association has ratified this agreement, and President Oldfield is asking the Board to consider approving this. He thanked Bridgett Loftus, Sarah Dalpiaz, and Todd Thompson, who represented the



faculty. President Oldfield said he and Andrea Thomson represented the Administration.

Kent asked for any questions. There were no questions.

Following a motion by Mr. Cremer, seconded by Mr. Murphy, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a 3.5% salary increase for the Spoon River College Faculty Association.

### 3.0 ADDITIONAL ITEMS

President Oldfield said April 22 is Earth Day and most would think and know of that about this date. It is also National Administrative Assistants Day, and in honor of Julie Hampton, Executive Assistant to the President and Board of Trustees, President Oldfield announced that Julie was nominated for the 2019 Professional Board Staff award through ICCTA. President Oldfield presented Julie with the medallion that she was to receive as a nominee. President Oldfield said that Julie Hampton has been nominated for the Professional Board Staff award again this year. The winner will be announced by ICCTA later this spring/summer. He thanked Julie for her work for him and the Board. Julie said it is an honor to be nominated and thanked President Oldfield and the Board of Trustees.

President Oldfield reported that he and Brad O'Brien, and Brett Stoller have been working on a federal grant with the EDA to update some of our career and technical programs with a May 1 submission date. We should hear back in July or August if we are selected for that grant. We would put that in play in September. It would allow us up upgrade infrastructure and equipment in Votec. There is a College match but we won't proceed with that until we are awarded the grant. It is a 50/50 match but also has points awarded to colleges who meet certain criteria. One of those criteria is the closure of a coal fire power plant. We have two of those. Canton also sits in an opportunity zone, and Fulton County had a flood disaster declaration. That gives SRC a number of points which may shift the match to 80/20. Brad has been working very hard on this grant and working with WIRC out of Macomb.

Mr. Schleich said historically at this meeting the evaluation of the President would be reviewed, and there was no interest in conducting that since everyone can't be face to face. President Oldfield has expressed the fact that the timeframe for his contract is not an issue. Mr. Schleich said he and Trustee Meade have reviewed the evaluation, which is very good with no problems. Kent said he hoped the Board could the April and May meeting timeline and identify goals between now and then. He shared that one comment in the evaluation said goal setting at this time would be difficult with the COVID 19 situation and so many unknowns. Mr. Murphy said he has no problems combining both provided we can meet face to face. Mr. Maguire said it will be a 50/50 chance to meet face to face in May. In reference to goals, Dave said it will be unique moving forward with all of the unknowns. Phil said President Oldfield will meet with the faculty and address the goals. President Oldfield said we reviewed the college wide goals last fall. Phil said if the evaluation is done before that we should be in good shape. President Oldfield said yes and maybe there will be more clarification. Dave asked about the date of the semiannual retreat. President Oldfield said it is in July on the same date as the Board Meeting. Dave said the Board and President Oldfield might have a better idea for direction by late June or early July. President Oldfield agreed. President Oldfield said when he met with President's Cabinet today, we talked about a July timeframe for deciding anything about fall, if we have to. President Oldfield said he feels it is to our advantage to meet in person if we can, but of course, we need to see where this goes. He would like to hold off on having to make that decision until late June or early July. Dave said he and Kent spoke earlier this week and wants to be comfortable with President Oldfield and the Board to adjust the timetable of his contract and policy for considering this situation.

Mr. Schleich said the Board is ok with moving ahead and taking it one day at a time with the ability to meet and the current situation.

- 4.0 CLOSED SESSION. In accordance with the Illinois Open Meetings Act, Section 2 (c), the Board of Trustees will adjourn to Closed Session for the purposes of paragraph 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Mr. Schleich said there was not a call for Closed Session.

5.0 ADJOURNMENT

Following a motion by Mr. Cremer, seconded by Mr. Biernbaum, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, April 22, 2020 adjourned at 7:09 p.m.

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Mr. Kent Schleich, Chair

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Date

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Mr. Phillip Murphy, Secretary