

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

**Wednesday, June 24, 2020
6:00 p.m.**

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, June 24, 2020, in Room T109, Taylor Hall, Canton Campus, Canton, Illinois.

As permitted by Governor Pritzker's Executive Orders 2020- 07 and 2020-33, Board members, citizens, and staff may participate in the Board Meeting via teleconference in any of the following means:

- **In Person:** **Canton Campus, Taylor Hall, Room 109 – Please note there is a maximum of 10 people permitted.**
- **Phone Conference:** **Call 309-649-6333.**
- **Video Conference:** **<https://join.conxme.net/>
Meeting Room: 102@src.edu
Security PIN: 8735**

1.0 GENERAL FUNCTIONS

1.1 Call to Order

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

President Oldfield announced that as a part of Public Act 101-0640, which went into effect on June 12, 2020, which included changes to the Open Meetings Act that allow public bodies subject to the Open Meetings Act to conduct remote meetings under certain conditions, tonight's meeting is being audio taped. The Meeting Requirements include the following:

A verbatim audio or video recording of all meetings held under these provisions must be made and must be available to the public for review. These recordings are public records and must be maintained.

1.2 Roll Call

Members Present: Mr. John Biernbaum – via telephone
Mr. Jerry Cremer – on campus
Mr. Dave Maguire – via ConX
Mr. Phil Murphy – on campus
Mr. Kent Schleich – on campus
Mr. Jaylen Lyttaker – on campus

Member Absent: Mrs. Linda Butler
Mr. Kevin Meade

Also present were Mr. Curt Oldfield, President (on campus); Mr. Brett Stoller, Vice 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, Transfer Education (ConX); and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: Mike Eddy, Unland Insurance & Benefits, Macomb; Mark Bixler, WBYS; and John Froehling, Fulton Democrat.

1.3 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance.

1.4 Public Comment

Mr. Schleich asked if any members of the audience wished to address the Board.

There were no public comments.

1.5 Approval of Minutes

1.5.1 May 27, 2020 Regular Meeting Minutes

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

RESOLVED, That the Board of Trustees approved the May 27, 2020 Regular Meeting Minutes.

1.6 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

On Saturday, June 6 the Illinois Community College Trustees Association held their Annual Meeting via telephone and Zoom videoconference. A summary of the meeting highlights have been distributed to those on the ICCTA email contact list. At the meeting we acknowledged ICCTA's #CCLiftUp social media campaign, which highlights how Illinois community colleges are attempting to address systemic racism and social inequity. ICCTA was one of the first trustee associations to issue a statement regarding the death of George Floyd during his arrest by Minneapolis police officers. During the meeting we received an update on the Illinois General Assembly's spring 2020 session. A copy of that report was distributed to all trustees after our last Board meeting. It includes concerning level funding for Fiscal Year 2021, as well as a FY20 supplemental appropriation of \$19 million from the Governor's Emergency Education Relief Fund (part of the Federal CARES Act). We were briefed on the federal HEROS ACT which is currently under consideration in Congress. It would address issues overlooked by the CARES Act, including a 30% increase in emergency higher education funding; additional flexibility in the use of stabilization funds, and \$5 billion in student aid enhancement. While passage in its current form is not likely, there is strong belief that there will be a supplemental Act passed by Congress. There was discussion about plans for the return to school for the fall semester. Yesterday Governor Pritzker released the State's guidance for returning to school and College for the fall semester. President Oldfield, as well as Jim Reed, Executive Director of the Trustee Association, served on the ICCB Return To Campus Committee and worked directly with the ICCB to establish the guidelines for community colleges. I would defer to President Oldfield to comment on the details.

The Illinois Community College Marketing Collaborative is planning a short-term campaign to promote community colleges in the current COVID-19 environment.

As the June 6 meeting was the Association's Annual Meeting, a balanced FY21 budget with no dues increase was adopted and the new officers for the next year were elected taking office on July 1.

Gregg Chadwick (Heartland) – President
Jon Looney (Black Hawk) – Vice President
Dr. Maureen Dunne (DuPage) – Secretary
Mandy Little (Logan) – Treasurer

There was recognition given for recipients of the recipients of ICCTA's 2020 Trustee Education Awards. We are still working out the details on how we will address the remaining annual recognition and awards program.

The next meeting of the Association is tentatively planned for September in Springfield in conjunction with a possible 50th Anniversary Awards Banquet.

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

Are there any questions? There were no questions for Mr. Maguire.

Upcoming dates and meetings of interest:

JULY 2020

Date TBD Illinois Community College Board meeting (subject to call)

AUGUST 2020

August 4 Illinois Board of Higher Education meeting via videoconference
August 14-15 ICCTA Executive Committee planning session - Heartland Community College, Normal, IL

SEPTEMBER 2020

September 10-11 Illinois Council of Community College Presidents meeting, location TBD
September 11 Illinois Community College Board meeting, Harry L. Crisp II Community College Center, Springfield
September 11-12 ICCTA 50th Anniversary Banquet, Board of Representatives and committee meetings, location TBD
September 15 Illinois Board of Higher Education meeting, Southern Illinois University, Carbondale
September 30 Association of Community College Trustees Leadership Congress Hyatt Regency Chicago

OCTOBER 2020

October 1-3 Association of Community College Trustees Leadership Congress Hyatt Regency Chicago

NOVEMBER 2020

November 3 Election Day
November 12-13 Illinois Council of Community College Presidents meeting, location TBD
Illinois Council of Community College Administrators / Illinois Community College Faculty Association conference, I Hotel Conference Center, Champaign

- November 13-14 ICCTA Board of Representatives and committee meetings, location TBD
- November 17-19 Illinois General Assembly Vet Session, State Capitol

DECEMBER 2020

- December 1-3 Illinois General Assembly Vet Session, State Capitol
- December 4 Illinois Community College Board meeting, Harry L. Crisp II Community College Center, Springfield
- December 8 Illinois Board of Higher Education meeting, Malcolm X College, Chicago

FEBRUARY 2021

- February 7-10 Community College National Legislative Summit, Washington, D.C.

JUNE 2021

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

1.7 Report – Student Government Representative

Mr. Jaylen Lyttaker said there was no report for this evening.

1.8 Report - Spoon River College Foundation

Mr. Phillip Murphy presented the following report:

- The Golf Outing isn't happening in July, but with our desire to support the course, we are looking at the feasibility of a fall outing now that Wee-Ma-Tuk is reopening. Decision will take into account compliance with the Governor's orders, ability to raise enough funds to make the efforts worth it, and other actors.
- We're offering Fellheimer scholarships to McDonough County students for the summer (deadline is this Friday), and continuing to offer the emergency grants over the summer. We've closed grant applications for spring students at this time.
- Reminder that the fiscal year is coming to a close on June 30, and that anyone who hasn't made a gift to the Foundation this fiscal year has only a few days left to do so.
- The next Foundation meeting is scheduled for July 15 at 7:30 a.m.

1.9 Report – Board Member Comments

There were no Board member comments.

2.0 PRESIDENT'S REPORT

2.1 Communications

President Oldfield reported on the Fall 2020 plan that allows us to start moving and adopting the Phase 4 requirements that the Governor has established. This plan will be in place for July 1, and the reason is he wanted a couple of days as a buffer just in case adjustments are needed. The Plan covers health and wellbeing of students, faculty and staff. Guidelines are in place for blended teaching and learning where we will be either completely online, hybrid, face to face, or a combination. Holly Norton is working with division chairs now and faculty to get the right mix of classes and in the right delivery format for students to be successful. We will have students on campus but maybe not our

complete student body on campus. The plan also covers student services and academic support with us trying to do as much as we can in person but also providing virtual support. Athletic guidelines have come out from NJCAA which bumped up the practice schedule for fall sports and for us that is volleyball. Practice starts August 1. Winter sports have also been bumped up. Our winter sports are women's and men's basketball. Preparations are underway and adjustments are being made. The priority will be to get in as many conference games as possible. Winter sports typically run through February. Spring sports would then begin on their regular schedule for baseball and softball. Mr. Murphy asked about fan participation. President Oldfield said we have not received guidance so as of now we would go with the 50 person rule or 50%, whichever is smaller, so we would go with the 50 people max with six foot distancing. Mr. Schleich said he read that the players would be a part of the 50. President Oldfield said that is correct. Volleyball may not have many in the audience. President Oldfield said the challenge for Illinois is that we don't have anything after Phase 4 until a vaccine or herd immunity. Mr. Schleich also commented that those numbers are static of course, but what happens if you have a coronavirus case. President Oldfield said that plan was discussed at President's Cabinet today, and ICCB tells us to coordinate a case with local health departments. We have not gotten to that point. President Oldfield said it is hinging off of the IDPH and county health departments. Mr. Schleich said he didn't see anything about NJCAA. President Oldfield said NJCAA basically bounced it back to the schools, and those are some of the things we are still working through. President Oldfield reported that the plan covers meeting and gathering space, and Velvet Powell is receiving requests for rentals at the Macomb Outreach Center, and she has been working with potential renters. It is a per room limitation, so she is able to get some rentals back. In Canton in the Conference Center, it will be September 1 before it is available again after offices are returned to Centers.

Mr. Schleich asked about the acceptance of the plan. President Oldfield said it is good, and we have had a few questions about logistics. Brett has been working on replacing water fountains. We have drama performance questions and how we will handle certain scenarios. Our faculty and staff are doing a good job preparing and responding during these times. We are pretty well prepared.

President Oldfield shared the email that he sent June 2 about the systematic racism that has been happening for years:

As I have reflected on the recent tragic deaths, culminating with the demonstrations, protests, and marches, I think about how we at Spoon River College can stand united for racial equity with those who are peacefully protesting for change.

We must come together to have the difficult conversations necessary and commit to taking positive actions to eliminate racism. Our Core Values at Spoon River College provide a foundation to help us and our communities move forward: Caring, Respect, Integrity, Fairness, and Responsibility. Even with all of the trials before us, Spoon River College is committed to maintaining a safe and inclusive environment for all students, faculty, staff, and visitors.

As we begin to navigate the challenges of our current environment, we know that higher education is and always will be the driver for opportunity, knowledge, understanding, compassion, and strength.

Together we can remove barriers and prepare people for an educated and engaged citizenship who contribute to a successful local, regional, statewide, national, and global economy.

Please join me in carrying on the SRC Core Values and tradition of working together to combat racial injustice, by providing education, empathy, and equity to all.

President Oldfield said we are also working on scheduling antiracism workshops. Jill Olson has experience with that and has agreed to schedule workshops. We also have a diversity committee that has been working on various projects. That group is a part of our student success committee. We will continue to work with community organizations as well.

Mr. Schleich asked if we are using CARES funds for that education. President Oldfield said no; we are using institutional funds for this priority and to promote diversity and open dialogue

2.2 Business and Finance Report

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

Payroll	\$ 569,137.31
Accounts Payable (excluding travel)	994,225.64
Accounts Payable Travel Expenses	15,093.00
Accounts Payable BOT Travel Expenses	-0-
Electronic Payments (Health/Life Insurance)	161,799.40
Student Refunds (Accounts Payable)	-0-
Student Refunds (Nelnet – electronic)	<u>497,679.80</u>
TOTAL:	\$2,237,935.15

Brett reported that Nelnet is a large portion of CARES funds. President Oldfield said we received \$323,000 from the federal government to offset costs for students as a result of the switch to online classes due to COVID-19. We have funds for students this summer and fall as well. We will create a formula for those disbursements. We maintain the information on our website regarding the distribution of funds. President Oldfield said students had to meet federal financial aid requirements in order to be eligible to receive the funds.

Mr. Maguire asked what that has done to our fund balance. President Oldfield said that was money in, money out. The remainder of the funds we transferred to the Foundation so as to not impact the fund balances of the College. The Foundation will carry it on their books and handle the distribution.

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 June 2020:

Payroll	\$ 569,137.31
Accounts Payable (excluding travel)	994,225.64
Accounts Payable Travel Expenses	15,093.00
Accounts Payable BOT Travel Expenses	-0-
Electronic Payments (Health/Life Insurance)	161,799.40
Student Refunds (Accounts Payable)	-0-
Student Refunds (Nelnet – electronic)	<u>497,679.80</u>

TOTAL: \$2,237,935.15

- 2.2.2 Appointment of College Attorney: engage the firm of Froehling, Weber, and Schell of Canton, Illinois, as the college attorneys through June 2021.

President Oldfield presented this item for the board’s consideration.

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

RESOLVED, That the Board of Trustees approved the appointment of College Attorney: engage the firm of Froehling, Weber, and Schell of Canton, Illinois, as the college attorneys through June 2021.

- 2.2.3 Appointment of Employment Law Consultant: engage the firm of Davis and Campbell of Peoria, Illinois, through June 2021 to provide services and advice concerning matters pertaining to employment law.

President Oldfield presented this item for the board’s consideration. Keith Braskich is our legal counsel from that firm.

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

RESOLVED, That the Board of Trustees approved the appointment of Employment Law Consultant: engage the firm of Davis and Campbell of Peoria, Illinois, through June 2021 to provide services and advice concerning matters pertaining to employment law.

- 2.2.4 Approve a standing purchase order for the purchase of lifecycle computer equipment (PC, monitors, printers) for FY21. The total for the purchase order will not exceed \$150,000. Funds for this standing purchase order are available from the FY21 lifecycle funds. Purchases will follow all SRC purchasing policy requirements.

President Oldfield presented this item for the Board’s consideration. Mr. Cremer asked about bids. President Oldfield said anything above \$25,000 would go out for bid and anything below would not. Jerry asked if you felt the bids were higher than need be can you decline? Brett said absolutely. We get much better pricing with larger purchases. Mr. Schleich asked about the turnover. Brett said the high volume labs go every year. We then have a cascade plan for labs and then employees. President Oldfield said we have added monitors to areas where we have multiple monitors at work stations. Mr. Schleich asked if the online equipment wears out. Brett said yes, and we will be using institutional CARES funds for servers for the online environment. President Oldfield said the studio portion of Canvas requires a lot of support from the IT Department. Mr. Schleich asked if our IT Department handles repairs. Brett said yes, to a point. President

Oldfield said we have fantastic support at the College. Mr. Maguire asked if this is for bandwidth. Brett said that is handled by the Tech Bonds.

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

RESOLVED, That the Board of Trustees approved a standing purchase order for the purchase of lifecycle computer equipment (PC, monitors, printers) for FY21. The total for the purchase order will not exceed \$150,000. Funds for this standing purchase order are available from the FY21 lifecycle funds. Purchases will follow all SRC purchasing policy requirements.

- 2.2.5 Approve a contract with Wright Specialty, agent Unland Insurance & Benefits, Macomb, Illinois, in the amount of \$120,635 for property, auto, general liability, cyber, and school board legal liability insurance effective July 1, 2020 through June 30, 2021.

President Oldfield introduced Mike Eddy, our insurance agent, who is present at the Macomb Campus. President Oldfield presented this item to the Board for consideration and approval.

Mike Eddy reported that last year the policy was with Liberty Mutual and this year is Wright because Liberty has changed some of their procedures with a very high wind and hail deductible. If we had not made a change, Liberty would have had a \$50,000 deductible for wind and hail. After reviewing with Brett, it was decided to go back and remarket, and Wright Specialty came in with the same renewal premium but with a \$10,000 wind/hail deductible. Mike thanked Brett for his time on this issue. Mike said we might want to push out the bid a couple of years and he doesn't mind doing it even though it is a lot of work for Brett. Mr. Maguire asked what the crystal ball shows for us down the road. Mike said we were, before COVID-19, going in to a hard market on insurance, which means higher rates and more restrictions. Now, with COVID-19, it's hard to say what is going to happen, and with decreased activity, we may come out of the hard market and move to a more favorable market. SRC is receiving a premium credit on the auto insurance from Liberty. We don't have the exact numbers yet on that credit. Mike said three months ago he might have said rates would continue to rise and underwriting would be more strict. Mike said now he isn't sure. Mr. Schleich asked about the liability from coronavirus cases and if it plays into this. Mike said that is the million dollar question because we don't know. He said they haven't seen any negative impacts yet. We are just now starting to open the lid on things and there isn't a history to look back on. Mr. Schleich asked if it's everyone's feeling that we are covered as adequately as we should be with this particular company. Mike said yes, and we talk with all insurance carriers regularly, and they are all saying the same thing with not knowing what is going to happen. The best thing SRC can do is use common sense. Mr. Schleich thanked Mike for being present.

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

RESOLVED, That the Board of Trustees approved a contract with Wright Specialty, agent Unland Insurance & Benefits, Macomb, Illinois, in the amount of \$120,635 for property, auto, general liability, cyber, and school board legal liability insurance effective July 1, 2020 through June 30, 2021.

- 2.2.6 Approve a contract with Accident Fund, agent Unland Insurance & Benefits, Macomb, Illinois, in the amount of \$28,489 for Worker's Compensation insurance effective July 1, 2020 through June 30, 2021.

President Oldfield presented this item for the Board's consideration and said that this is a 1% increase over last year. Mike Eddy said we are looking at higher payrolls over last year. With Work Comp, we really want to try to keep it as level as we can.

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

RESOLVED, That the Board of Trustees approved a contract with Accident Fund, agent Unland Insurance & Benefits, Macomb, Illinois, in the amount of \$28,489 for Worker's Compensation insurance effective July 1, 2020 through June 30, 2021.

2.3 Institutional Planning

- 2.3.1 Bargaining Unit Labor Contract between the Spoon River College Classified Personnel Association and the Spoon River College Board of Trustees.

President Oldfield presented this item for the Board's consideration and approval. Highlights include there is an hourly wage increase based on years of service. In addition, after the increase there was a 2.5 % increase that gives the FY21 rate. This sets a stagger because of the minimum wage increases. Another change is that the minimum wage increase is built in for January 1. We are trying to plan ahead each year so no one budget year absorbs the entire increase. This year we will have 7 employees impacted by the minimum wage increase January 1. We also adjusted the sick time language so it is updated with the Federal requirements for usage of sick time. There is also an adjustment to tuition waivers for full and part time employees so only full time employees and their dependents can use the tuition waiver. This is a one year contract because of the FY21 unknowns. This will go through June 30, 2021. Mr. Maguire asked if this takes into consideration the new minimum and keeps the differential between the positions and doesn't take us over the SURS cap. President Oldfield said it does slightly at 6.89%. The question during negotiations is what route do you go – minimum wage or SURS law? Mr. Maguire said it sounds like a very complicated matrix. President Oldfield said Brett covered it all in a very detailed spreadsheet.

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

RESOLVED, That the Board of Trustees approved the Bargaining Unit Labor Contract between the Spoon River College Classified Personnel Association and the Spoon River College Board of Trustees.

- 2.3.2 Salary increases for Professional Support (2020-2021).

President Oldfield presented this item for the Board's consideration and approval. He reminded the Trustees that at the May Board Meeting, the Board approved the faculty raise of 3.5%, and typically we have done the same for Professional Support and Administrators. President Oldfield said he is recommending a 3.5% increase for FY21.

Following a motion by Mr. Biernbaum for a 3.5% salary increase for FY21, seconded by Mr. Cremer, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a 3.5% salary increase for Professional Support (2020-2021).

2.3.3 Salary increases for Administrators (2020-2021).

President Oldfield presented this item for the Board' consideration. He clarified that this item does not include himself or Brett Stoller. He recommended 3.5% salary increase for FY21.

Following a motion by Mr. Murphy for a 3.5% salary increase for FY21, seconded by Mr. Biernbaum, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved a 3.5% salary increase for Administrators (2020-2021).

2.3.4 Employment Contract, Vice President

President Oldfield presented this item and explained this would be through June 30, 2022 and recommended a 3.5% salary increase.

Following a motion by Mr. Maguire, with a technical revision being paragraph 6, last sentence. June 30, 2021 should be changed to June 30, 2022. Dave said he reviewed this with President Oldfield earlier today. Mr. Cremer seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the Employment Contract, Vice President.

3.0 ADDITIONAL ITEMS

* July Board of Trustees Retreat – July 22, 2020, Agenda Items

President Oldfield said this will be the next meeting in Macomb. We are probably going to need the space at the Outreach Center, so we will check availability. We typically start at 9 or 10 a.m. and go until 4 with the Board Meeting following at 4:30 p.m. Please submit agenda items to Julie. Mr. Schleich encouraged the Trustees to think about this and submit items. It is the Trustees' retreat, and he also encouraged Jaylen to bring some items to the agenda.

Mr. Schleich asked if there were any additional items. There were no additional items for the Board.

4.0 CLOSED SESSION. In accordance with the Illinois Open Meetings Act, Section 2, Subsection c, 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; 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. Murphy, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, June 24, 2020, adjourned at 7:01 p.m.

Date

Mr. Kent Schleich, Chair

Mr. Phillip Murphy, Secretary