

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

Wednesday, March 25, 2020
6:00 p.m.

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, March 25, 2020, at 6:00 p.m. in the Spoon River College Engle Hall Conference Center, Canton Campus, 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 at 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

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| 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 on Campus: Mr. Curt Oldfield, President; Ms. Holly Norton, Dean, Instruction; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present on Campus: Mr. Mark Bixler, WBYS

1.3 Welcome of Guests

Mr. Schleich welcomed Mr. Bixler.

1.4 Public Comment

Mr. Schleich asked if there was any public comment. There were no requests or public comment.

1.5 Approval of Minutes

1.5.1 February 26, 2020 Regular Board Meeting Minutes

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

RESOLVED, That the Board of Trustees approved the February 26, 2020 Regular Board Meeting Minutes.

1.6 Report – ICCTA Representative

Mr. Maguire presented the following report:

The last meeting of the Association scheduled for March 13-14 was cancelled due to concern of the developing COVID-19 (Coronavirus) situation.

The ICCTA Awards deadline has been extended to Friday April 3, 2020 for the Business/Industry Partnership Award, Gandhi/King Peace Scholarship, Lifelong Learning Award, Outstanding Adjunct Faculty Member Award, Outstanding Full-Time Faculty Member Award, Pacesetter Award, and Paul Simon Student Essay Contest.

All in-person meetings of the Association scheduled for Springfield have been cancelled. There will be a video/telecommunication meeting of the Board of Representatives on Tuesday, April 28. Meetings such as the Nominating Committee, Awards Committee, and others are being changed to some type of video/telecommunication format.

The Legislature has cancelled its sessions, and at this moment we are unsure of what process they will be using to deal with any pending legislation including the 2021 Fiscal Year budget.

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 listed below.

Upcoming dates and meetings of interest:

MARCH 2020

March 28 – 30 **CANCELLED** - American Association of Community Colleges' 100th anniversary convention National Harbor, Maryland

APRIL 2020

April 3 **EXTENDED DEADLINE** Nomination Deadline for ICCTA's Business/Industry Partnership Award, Gandhi/King Peace Scholarship, Lifelong Learning Award, Outstanding Adjunct Faculty Member Award, Outstanding Full-Time Faculty Member Award, Pacesetter Award and Paul Simon Student Essay Contest

April 9 Illinois Student Assistance Commission, Chicago

April 14 **CANCELLED** - Phi Theta Kappa All-Illinois banquet. President Abraham Lincoln Hotel, Springfield

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

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|----------------------------|--|
| April 28 | ICCTA Board of Representatives and committee meetings Harry L. Crisp II Community College Center, Springfield <u>VIA VIDEOCONFERENCE</u> Illinois Council of Community College Presidents meeting Springfield |
| April 29 | <u>CANCELLED</u> - ICCTA Lobby Day, Springfield |
| <u>MAY 2020</u> | |
| May 31 | Scheduled Adjournment of the Illinois General Assembly |
| <u>JUNE 2020</u> | |
| June 4 – 6 | ICCTA's 50th anniversary convention, Chicago Marriott Downtown Magnificent Mile Hotel, Chicago |
| June 5 | Illinois Council of Community College Presidents meeting, Chicago Marriott Downtown Magnificent Mile Hotel, Chicago |
| June 9 | Illinois Board of Higher Education meeting, Northeastern University, Chicago |
| June 18 | Illinois Student Assistance Commission, Chicago |
| <u>AUGUST 2020</u> | |
| July 31- August 1 | ICCTA Executive Committee planning session |
| <u>OCTOBER 2020</u> | |
| Oct 30 – Nov 3 | Association of Community College Trustees Leadership Congress, Hyatt Regency Chicago |

Mr. Schleich asked if everyone can hear who is connected by phone. There were no issues.

1.7 Report – Student Government Representative

Molly Linder presented the following report:

Congratulations to Jaylen Lyttaker who was elected by the student body to serve as the Student Trustee for the 2020-2021 academic year. Jaylen graduated from Rushville-Industry High School and will obtain an Associate's degree at SRC. He plans to transfer to a four-year university and is considering pursuing a music education degree.

TRIO students traveled to the Quad Cities for a cultural trip. They toured the Isabel Bloom studio to see how their sculptures are made from start to finish and then visited the Figge Art Museum. TRIO also hosted a study skills workshop this month.

Macomb SGA held a blood drive. The drive had a great turnout, 18 people registered and 16 units were collected with 6 first time donors! Those units will help up to 64 patients.

The HEAL Student Association hosted Paula Duncan, Staff Development Director at McDonough District Hospital. She encouraged the students to keep an open mind when working in healthcare and to pursue every opportunity to grow and learn more in this profession. The HEAL Student Association also met with Jordan Pasley and Presley McConkey from Advanced Rehab & Sports Medicine who talked to the students about the physical therapy profession.

Grocery BINGO was held over lunch on Monday, March 2, in the cafeteria on Canton Campus. Winners received Walmart gift cards, SRC gift cards, and Snapper swag.

1.8 Report – Board Member Comments

Mr. Murphy commented that the Foundation does not have a report tonight, however, Julie has posted a letter from Colin Davis in SharePoint. Mr. Murphy said the letter addresses the status of the Foundation and also COVID-19.

2.0 PRESIDENT’S REPORT

President Oldfield thanked the Trustees for staying in touch with everything going on at the college. He thanked the faculty for their willingness to adapt for the spring semester. We appreciate their willingness to help students remain successful. President Oldfield said that we have received feedback that things seem to be going well, and we will continue to communicate with our students. We also have a lot of staff working remotely from home and also providing support. We have a few essential staff on campus to make sure bills are paid, payroll is processed, and financial aid remains up to date, just to name a few. President Oldfield thanked all of our faculty and staff for all of their efforts during this stay at home order from the Governor as well as the social distancing issues. He thanked the Board for their support as well.

President Oldfield reported on some good news regarding the Phi Theta Kappa All-Illinois Academic Team. Four SRC students have been named: – Colin Boehl and Milly Linder from the Canton Campus and Alexandra Leezer and Megan Schoaff from the Macomb Campus. Unfortunately, the statewide banquet has been cancelled. President Oldfield reported that Colin Boehl is from Virginia, Illinois and is a student in the Diesel and Power Systems Technology program. He is employed by Beard Implement Company where he will continue to work after completing his degree. Molly Linder is from Canton, Illinois, and is working towards an associate’s degree. Molly plans to transfer to Southern Illinois University Edwardsville and major in psychology. Alexandra Leezer is from Macomb, Illinois, and is working towards an associate’s degree. She plans to transfer to Western Illinois University and major in communications. Megan Schoaff is from Macomb, Illinois, and she is a student in the Nursing program. She plans to transfer to Western Illinois University for a Bachelor of Science in Nursing. Congratulations to our students! President Oldfield said it is great to share the success of those students, and we are very proud to present these four students for the PTK All Illinois Academic Team.

President Oldfield announced that he received a Certificate of Recognition from the Illinois House of Representatives. He shared that Representative Norine Hammond presented a Resolution and it reads as follows:

**State of Illinois
101st General Assembly – House of Representatives
Acknowledges
SPOON RIVER COLLEGE
In Recognition of
Your 60th Anniversary
And Joins in the Commemoration of the Effort,
Dedication and Hard Work that Led to Success and Further
Expresses its Best Wishes for Personal Happiness and Professional Achievement.
Offered by: Representative Norine K. Hammond**

President Oldfield said this was approved in early March by the Illinois House of Representatives. We will have the certificate framed and displayed at the College as recognition of our 60th anniversary.

President Oldfield announced that we have followed the trend and made the decision to cancel Commencement in May. Sherri Rader is working on a virtual Commencement with assistance from Holly Norton and Brad O’Brien. The idea is to announce the graduates and share their degree. We will be asking students to provide an appropriate photo as well.

Mr. Biernbaum asked if all of the students are finding they have adequate internet access at home. He said they are finding issues with WIU students. President Oldfield said we have not heard anything yet

but anticipates we may. We are looking at extending Wi-Fi to the parking lots so students could access here. President Oldfield said he anticipates that we may have issues with students with access or using all of their data.

2.1 Communications

President Oldfield said there were no additional communications for the Board.

2.2 Business and Finance Report

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

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|---|-----------------------|
| Payroll | \$ 572,399.83 |
| Accounts Payable (excluding Travel) | 355,238.67 |
| Accounts Payable Travel Expenses | 13,776.82 |
| Accounts Payable BOT Travel Expenses | -0- |
| Electronic Payments (Health/Life Insurance) | 298,195.65 |
| Student Refunds – Accounts Payable | 11,365.84 |
| Student Refunds – Nelnet (electronic) | <u>508,713.80</u> |
| TOTAL: | \$1,759,690.61 |

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

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

| | |
|---|-----------------------|
| Payroll | \$ 572,399.83 |
| Accounts Payable (excluding Travel) | 355,238.67 |
| Accounts Payable Travel Expenses | 13,776.82 |
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| Student Refunds – Nelnet (electronic) | <u>508,713.80</u> |
| TOTAL: | \$1,759,690.61 |

2.3 Institutional Planning

2.3.1 Approval of the Community College Education Agreement – *Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER)*

President Oldfield presented this item for approval. He explained that this is a state-wide agreement that we started three years ago. The community colleges all came together to allow for students to take a career or technical program at their home college at in-district tuition. He is asking the Trustees to approve updates to the original agreement. ICCB approved the agreement of January and are asking each Board to approve as well. President Oldfield recommended approval.

Mrs. Butler asked if the original was 2017 and is this document in effect unless amended without approval. President Oldfield said the agreement is in place but he is not aware of the approval date but was asked by Brian Durham from ICCB to do approvals by July 1. Linda clarified that the current agreement is in effect until this new one is approved. President Oldfield said each school can choose whether they want to participate.

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

RESOLVED, That the Board of Trustees approved the Community College Education Agreement – *Comprehensive Agreement Regarding the Expansion of Educational Resources (CAREER)*.

3.0 ADDITIONAL ITEMS

- President's Annual Self-Evaluation Letter

President Oldfield said he sent all Trustees his evaluation letter, and it is also saved in the 2020 Presidential Evaluation folder under the President tab in SharePoint. President Oldfield said Julie has also saved the instrument in that folder as well. The process is for the Trustees to complete the instrument by April 15 and submit their completed instruments to Julie who will combine those results for the Trustees consideration at the April meeting. Also, President Oldfield said there was a committee of Phillip Murphy and Kevin Meade to develop a new instrument. He asked Trustees to provide feedback to Phil and Kevin while completing the current instrument. Molly asked if she is supposed to participate. Mr. Schleich said yes, she can.

Mr. Schleich said he had the opportunity to sit in on the meeting last week with employees regarding the pandemic and measures to be taken to address the changes in the remainder of the semester. Kent said President Oldfield did an outstanding job with the meeting, and he thanked President Oldfield and Julie and all of those involved in all of the changes for the semester.

3.1 Approval of Board of Trustees 2020-2021 Budget

President Oldfield said Julie posted in SharePoint the proposed budget and added an additional consideration. ACCT's conference will be in Chicago this fall, and we planned for some extra expense if we have Trustees who would like to attend the national conference. The recommendation would be to increase in-state travel by \$2,500 to a total budget of \$10,600. The Board's total budget for 2020-2021 would be \$24,500. This is the start of the college's budget process and provides the budget for the Trustees for the upcoming fiscal year.

Mr. Maguire said in last year's budget we included the National Legislative Summit, and he and President Oldfield discussed that that was not a beneficial conference to attend. If we continue the budget as is, NLS would be included for 2021.

President Oldfield clarified that even though it is labeled as in-state, it is all travel for the Trustees.

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

RESOLVED, That the Board of Trustees approved the Board of Trustees 2020-2021 Budget.

Mr. Schleich thanked Molly for her work with the Trustees this year. He will like to make more comments and acknowledgements of her service at the April Board Meeting.

Mr. Maguire asked if we have thought about a location for the next board meeting. President Oldfield said April is scheduled for Canton. Dave said he would not recommend changing that if we are back to meeting face to face. President Oldfield said if we are under the same orders then, we will review that. The intent is to be present in Canton for the April Board Meeting.

Mr. Schleich asked if there were any other comments. There were none.

4.0 ADJOURNMENT

Following a motion by Mr. Cremer, seconded by Ms. Linder, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, March 25, 2020 adjourned at 6:30 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip Murphy, Secretary