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

Wednesday, March 24, 2021
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.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

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

1.2 Roll Call

Members Present: Mr. John Biernbaum
Mrs. Linda Butler
Mr. Jerry Cremer
Mr. Dave Maguire
Mr. Kevin Meade
Mr. Phillip Murphy
Mr. Kent Schleich
Mr. Jaylen Lyttaker

Present Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President; Mr. Brad O'Brien, Dean, Career and Workforce Education; Ms. Holly Norton, Dean, Instruction; Ms. Missy Wilkinson, Dean, Student Services; Mr. Colin Davis, Director, Foundation; Ms. Stephanie Howerter, Director, Havana Center (via Zoom); Mr. Todd Thompson, Diesel and Power Systems Technology Faculty; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: David Pistorius, First MidState; Mark Bixler, WBYS; and Mary Toothaker.

1.3 Pledge of Allegiance

Mr. Schleich led the Pledge of Allegiance.

1.4 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance.

1.5 Public Comment

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

1.6 Approval of Minutes

1.6.1 February 24, 2021 Regular Board Meeting Minutes

Following a motion by Mr. Biernbaum, seconded by Mr. Cremer, and a roll call vote of unanimous approval, it was,
RESOLVED, That the Board of Trustees approved the February 24, 2021 Regular Board Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Maguire presented the following report:

Earlier this month, ICCTA held its first a face-to-face meeting since last September. The sessions were held in Schaumburg and consisted of multiple meetings as well as a major Friday afternoon seminar.

The seminar on Community College Cyber-Security was a hybrid virtual/in-person session featuring experts from around the country. The college presenters all had hands on experience of dealing with cyber attacks at their community college. They offered many observations and recommendations. Recommendations included who to contact, what immediate actions to be taken, and suggestions of advance considerations for boards and college administration. If colleges didn’t have concerns about their own security before the session started, they definitely did by the time it concluded. Handouts and presentation materials have been made available to all who attended as well as a future posting of the recorded session. I will make them available for sharing.

In addition to regular business, a major portion of the meetings focused on the status of current and pending legislative actions in Springfield. Jessica Nardulli, ICCTA Legislative Counsel, has been providing weekly reports with updates on pending legislation. The last report contained a list of bills with descriptions of over 180 pieces of legislation that the Association is tracking on behalf of the colleges.

We discussed ICCTA collaborating with the Illinois Council of Community College Presidents to advocate for a larger funding increase than the 2 percent included in the Illinois Board of Higher Education’s Fiscal Year 2022 request.

We were updated on two pieces of legislation ICCTA is following closely, House Bill 2867 and Senate Bill 1832. House Bill 2867 sets aside 15% of Illinois Monetary Award Program grant funds for community college students. On Friday it was favorably passed out of the House Higher Education Appropriation committee. Senate Bill 1832 allows community colleges to confer bachelor of applied science degrees in early childhood education and Professional Educator Licenses with endorsements in early childhood education and early childhood special education under certain conditions. It is currently before the Senate Higher Education Committee and has recently had multiple sponsors added to the legislation.

Legislators are calling for their input to be considered when determining how the State will spend the $7.5 billion in federal dollars from American Rescue Plan Act of 2021. Governor Pritzker has said the funds will be used to pay down debt incurred during the pandemic, including money borrowed from the federal government’s municipal liquidity facility program. The state’s unpaid bill backlog is still $9.5 billion. Legislators do like to spend other people’s money so it will be interesting to see how that progresses. In addition to the state funds, the federal American Rescue Plan Act of 2021 includes $39.6 billion for higher education, with 50% allocated for students in the form of emergency grants.

It was also reported that the Illinois Workforce Innovation Board’s Workforce Consolidation Feasibility Study is underway. The study may have implications for adult education in Illinois and needs to be tracked closely by the colleges.

There will not be an in-person Lobby Day planned this year, and the meeting that would usually occurs in conjunction with the event will be held virtually. The Legislature is meeting in virtual
committees and one-day marathon chamber sessions which make personal contact almost impossible. ICCTA is encouraging all colleges to double their efforts to be in contact with their local legislators.

ICCTA has asked that other regions replicate the North Suburban and West Suburban Regions’ February 22 joint meeting, which took place via Zoom. Spoon River College is the host college for this region, and we will be working on plans to host a virtual meeting sometime in the near future.

Other items covered at the meeting included creation of ICCTA’s “Trustee Chat” searchable online database, the Onboarding Committee’s production of member-only podcasts to enhance trustee learning, and the Trustees Roundtable discussions. Those discussions focused on how colleges are coping with remote campus environments, plans for returning to in-person learning, how boards are handling public comments at meetings, how colleges are allocating stimulus relief funds, and best methods being used for determining emergency needs of students and staff.

The next meeting of the ICCTA Board of Representatives will meet via Zoom on Tuesday, May 4, 2021.

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:**

**MARCH 2021**

- March 26  
  ICCTA 2021 Awards Deadline (Second Awards Group)  
  Business/Industry Partnership Award, Gandhi/King Peace Essay Scholarship, Lifelong Learning Award, Outstanding Adjunct Faculty Member Award, Outstanding FT Faculty Member Award, Pacesetter Award, & Paul Simon Student Essay Contest
- March 26  
  Illinois Community College Board meeting Via Videoconference

**APRIL 2021**

- April 6  
  Consolidated Election (including community college trustees)
- April 19  
  Deadline to apply for 2021-2022 ICCTA Vice President, Secretary, and Treasurer
- April 23  
  ICCTA candidate interviews via Zoom

**MAY 2021**

- TBD  
  ICCTA Virtual Lobby Day Events
- May 4  
  ICCTA Board of Representatives meeting Via Zoom 5:00-6:30 pm
- May 6-27  
  American Association of Community College Digital Conference (AACC)
- May 31  
  Scheduled Adjournment of the Illinois General Assembly

**JUNE 2021**

- June 3  
  Illinois Council of Community College Presidents meeting, via Zoom
- June 4-5  
  ICCTA Annual Convention and Board of Representatives Meeting
  Marriott Bloomington-Normal Hotel & Conference Center, Normal
  Includes 4 hours community college trustee’s leadership training required by law as well as our Awards Ceremony
- June 4  
  ICCB Meeting, Marriott Bloomington-Normal Hotel & Conference Center
- June 8  
  Illinois Board of Higher Education meeting, location TBD
**AUGUST 2021**
TBD ICCTA Executive Committee Retreat

**SEPTEMBER 2021**
September 10-11 ICCTA Board of Representatives and committee meetings, Wyndham Springfield City Center, Springfield
September 17 ICCB Meeting, East St. Louis Higher Education Center, East St. Louis

**OCTOBER 2021**
October 13-16 ACCT Annual Leadership Congress, Manchester Grand Hyatt, San Diego, CA

1.8 Report – Student Government Representative

Jaylen Lyttaker, Student Trustee, presented the following report:

Congratulations to Mary Toothaker who was elected by the student body to serve as the student trustee for the 2021-2022 academic year. Mary is a freshman at SRC and plans to transfer to a four-year college and major in education. Mary is currently a member of the Canton Student Government Association and also a student ambassador at SRC.

Congratulations also to SRC’s Phi Theta Kappa All-Illinois Academic Team for 2021. They are Travaugeh Miller and Devon Simpson on the Macomb Campus and Madison Draughan and Aja Lawson on the Canton Campus. In addition, Devon Simpson was also named a New Century Workforce Pathway Scholar. Devon was the top scoring Illinois applicant and will receive a $1,250 scholarship, sponsored by Coca-Cola Foundation with additional support from Phi Theta Kappa.

Students enjoyed free sweets as they were reminded to apply for the SRC Foundation Scholarship.

Maya Brown from Victim Services provided an outreach table in Canton and Macomb. Students were provided with information about sexual assault resources.

The Student Government Association and Student Activities hosted “Movie Night” on the Macomb and Canton Campuses.

Healthcare Enthusiasts and Leaders (HEAL) Association will hold a “Students Helping Students” donation drive for April. The group wants to inspire and motivate other students to help if they can. The main goal is to replenish supplies in the SRC food pantry.

Mr. Maguire asked about the student recognition. President Oldfield said Devon Simpson was named a New Century Workforce Pathway Scholar. Devon will receive a $1,250 scholarship, sponsored by Coca-Cola Foundation with additional support from Phi Theta Kappa. Devon is our first student to be named a New Century Workforce Pathway Scholar. This is the top award in the State, and she is studying in our Allied Health program. President Oldfield said that Devin was also chosen as the top workforce student in the State of Illinois. She will also be recognized in the USA Today newspaper. We are very proud of her accomplishments. It is great to have one of our CTE students recognized. We had a transfer student recognized a few years ago, but Devin is our first CTE student.

Mr. Schleich congratulated Mary Toothaker on being elected the 2021-2022 Student Trustee, and we will see her next month. President Oldfield said Mary will be meeting with Dave Maguire and Kent Schleich for the new student trustee orientation tomorrow.
Mr. Phillip Murphy presented the following report:

- Financials: Revenues: $20,907.11
- The SRC Foundation Board met Wednesday, March 17 at 7:30 a.m., remotely/by video.
- The Foundation approved its Three Year Plan, which will be available on the website shortly.
- Most of the 2021-22 Foundation Scholarships will be awarded on Friday, March 26. More information will be available at the April meeting, and it is still our hope and plan to present these at any district awards assemblies that are still taking place this year. If you wish to be included and present, please contact Lori Murphy.
- Two set-in-stone (...for now) dates to be aware of: the 2021 President’s Reception will take place on June 24, location TBD based on conditions and attendance (but somewhere on the Canton Campus); the golf outing will take place on July 30 at Wee-Ma-Tuk.
- The next meeting of the SRC Foundation will take place on April 21 at 7:30 a.m., remotely/by video.

Mr. Colin Davis presented the following report:

- Colin gave an update on The Bridge and showed the spread, and the donation envelope that each copy of The Bridge will contain, to the Board.
- Colin also gave an update on the Spring Appeal and showed proofs of the letter and accompanying documents and explained the changes from the Year End Appeal:
  - A different student (from the western side of the district this time), highlighting the struggles that students with children are facing
  - A different design that’s more spring-appropriate
  - Refined mailing list including new donors since November 1 and incorporating the purchased list
  - Spelling out the definition of “alumni” to head off any confusion
  - Highlighting a donor whose gift was matched by her employer in December to draw attention to matching gift programs (while not increasing our budget)
  - A shortened URL to make a gift online – www.src.edu/give

We expect this mailing to go out by the end of March.

- The Foundation Board members shared some feedback from their follow-up contacts to first time donors, and the consensus was that those contacts were going very well and would lead to further consideration from those donors in the future. One particularly noteworthy comment was that some of the donors seemed surprised (but appreciative) to get that kind of attention despite believing their gift to be small.

There were no additional comments.
We can manage crowds and have people present to walk across the stage on May 11. We have 102 students who applied for graduation, 77 of which responded positively to participate. 7 of the 102 said no, and 18 did not respond. We feel we can have a nice event and recognize the accomplishments of our graduates. More details will be shared as we get closer. Board members are certainly welcome to attend.

President Oldfield said there is a famous person in the room! The Macomb Area Chamber of Commerce presented the 2020 Macomb Area Chamber Business Leader of the Year Award to John "JB" Biernbaum. When local restaurants had to shut down last year, JB stepped up and created the McDonough County Restaurant Daily Specials Facebook group to give restaurants a platform to share their rapidly changing operating procedures, menus, and specials. The group quickly went viral and members began sharing photos of their carryout orders. JB also created and facilitated several online games, including restaurant bingo and blackjack, within the group with numerous donated prizes. These games were a huge success with thousands of dollars' worth of donated gift cards to local restaurants and businesses. The amount of time and dedication that JB poured into this group and the community is an amazing accomplishment. Many restaurants have commented that JB saved their restaurant and helped keep the small business community afloat during a series of ever-changing restrictions. He is the ultimate example of what it means to love where you live and how good it can feel when you #keepitinmacomb President Oldfield said we are very proud to acknowledge his efforts, and we are proud to have JB on our Board of Trustees.

In front of the Trustees is the Statement of Economic Interest form. You can fill those out and return to Julie or return on your own by May 3. If you are in an election year, we recommend that that be completed again along with the one completed to run for the position.

President Oldfield asked if the Board is interested in again having a light meal before the Board Meeting, starting in April. Mr. Murphy said he would like to wait a little longer. JB said he would like Monical’s. President Oldfield said we will continue to hold off and revisit this again in a few months.

President Oldfield said we are very proud to recognize our PTK students. It is a bright spot, and it nice to stop and celebrate the academic achievements of our students. We wish them the best!

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of March 2021:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$567,559.62</td>
</tr>
<tr>
<td>Accounts Payable (excluding Travel)</td>
<td>296,044.86</td>
</tr>
<tr>
<td>Accounts Payable Travel Expenses</td>
<td>3,893.87</td>
</tr>
<tr>
<td>Accounts Payable BOT Travel Expenses</td>
<td>44.93</td>
</tr>
<tr>
<td>Electronic Payments (Health/Life Insurance)</td>
<td>-0-</td>
</tr>
<tr>
<td>Student Refunds – Accounts Payable</td>
<td>4,055.00</td>
</tr>
<tr>
<td>Student Refunds – Nelnet (electronic)</td>
<td>432,073.14</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$1,303,671.42</strong></td>
</tr>
</tbody>
</table>

Following a motion by Mrs. Butler, second 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 2021:

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Electronic Payments (Health/Life Insurance) - 0 -
Student Refunds – Accounts Payable 4,055.00
Student Refunds – Nelnet (electronic) 432,073.14

**TOTAL:** $1,303,671.42

2.2.2 Adopt a resolution providing for the issue of Taxable General Obligation Refunding Bonds, Series 2021C, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

President Oldfield presented this item for the Board’s consideration. He explained that this allows us to take a lower interest rate that results in a $450,192 savings. This action will be for the actual refinance and the next agenda item is to hold the funds in escrow. Brett said we were in the 4-4 ½% range, and we are now at 2.35%. Mrs. Butler said this is a good deal.

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

**RESOLVED,** That the Board of Trustees adopted a resolution providing for the issue of Taxable General Obligation Refunding Bonds, Series 2021C, of the District for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

2.2.3 Adopt a resolution authorizing and directing the execution of one or more Escrow Agreements in connection with the issue of Taxable General Obligation Refunding Bonds, Series 2021C, of the District.

President Oldfield presented this item for the Board’s consideration. Mr. Maguire asked if we have someone handling the administrative function of the escrow. David Pistorius said the administrator and bond registrar paying agent is MidAmerica National Bank. A CPA was also involved to handle the calculations. The 2018 series of bonds that we are restructuring are callable December 1 of 2024, and the 2019 bonds are callable in December 1, 2027.

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

**RESOLVED,** That the Board of Trustees adopted a resolution authorizing and directing the execution of one or more Escrow Agreements in connection with the issue of Taxable General Obligation Refunding Bonds, Series 2021C, of the District.

2.3 Institutional Planning

- Havana Center Update – Stephanie Howerter, Director, Havana Center, presented the following report:

  **What’s going on in Havana?**

  - The Havana Center currently has nine courses being held this spring. Four classes are hybrids (ENG102, COM103, HS 106, and BIO105), three are face-to-face (MAT132, MAT015, and MAT060), and two are IVS (GEO100 and PHI120).
• We have three upcoming community education courses slated for March and April. These will also be face-to-face.
• I am currently developing ideas for the summer youth program in Havana. We have parents who are anxious for the return of the program.

Opportunities to Promote SRC & the Havana Center
• The Center partnered with the Mason County Health Department to offer a space to register for COVID vaccines. I provided a tutorial to a woman to show her how to register for the shot and developed a handout showing step-by-step instructions of how to register for the vaccine.
• I still serve on the Havana Chamber of Commerce Board and Havana Public Library District Board. I am also still a part of the Early Childhood Council, and I attend the monthly Havana Business Group meetings and the quarterly Mason County Coordinating Council meetings.
• The Havana Chamber of Commerce has reached out to SRC to develop and offer courses specifically for businesses. Topics will include Google Business Listings, Instagram/Hashtags, and utilizing Facebook for event promotion.
• The Havana Pre-K program provides weekly coffee club meetings with the families they serve. Due to COVID, Melissa Koke and I recorded a presentation, to be shared via their Facebook page, providing information on GED, CTE degrees/certificates, transfer degrees and the steps to take to begin these programs. The presentation will be viewed in April 2021.
• I am scheduled to be at Havana High School on Thursday, April 8 to register graduating seniors for summer and/or fall semester courses.

Committees within the College
• I currently serve as the chair of the Financial Literacy subcommittee. Our group has developed two great resources for our students; information on financial literacy and the debt snowball method. We are currently in the process of developing information for students on banking basics, budgeting, and the short/long-term benefits of budgeting and keeping their bank accounts balanced.

Stephanie thanked the Board for the opportunity to present her report. Mr. Murphy said it sounds great with all of the activity. President Oldfield thanked Stephanie for all she does to represent SRC in Havana.

3.0 ADDITIONAL ITEMS

• President’s Annual Self-Evaluation Letter

President Oldfield said his self-evaluation letter is in SharePoint for review, and this starts the process for his evaluation. The Presidential Evaluation Committee met earlier this afternoon to review the instrument for the evaluation. Mr. Schleich asked if Mr. Meade would like to report on the committee meeting. Kevin said the group met today and reviewed five evaluations and worked that in to one. Julie will have a draft to the Committee and President Oldfield by the end of the week for review. Kent said he and Phil met with Kevin. Mr. Murphy said the committee will welcome comments and suggestions on the instrument that will be sent out to the trustees next week for review. Mrs. Butler thanked the committee for their work on this. It is good to review and work to improve the instrument. Kent said we are seeking President Oldfield’s input as well.

3.1 Approval of Board of Trustees 2021-2022 Budget

President Oldfield said we are asking the Board to consider its own budget for FY22. President Oldfield reviewed the budget lines with the Board and said Julie manages the budget for the Trustees. President Oldfield said we need the Board to adopt a total amount for FY22, and that will start our budget process college-wide. Mr. Schleich said the travel has decreased a lot because of COVID. Mr. Murphy commented on in state meetings. President Oldfield said the
annual convention with trustee training is scheduled for early June. All seven trustees will be required to complete the training this year. It is scheduled for in-person in June, and two years ago CDs were also provided. The meeting and training are scheduled for June 4 in Bloomington. Mr. Biernbaum asked about a virtual option. President Oldfield said he anticipates that as well. Mr. Maguire said the meeting will be in Bloomington, and the last time it was held in a one-day setting. President Oldfield said the date is June 4 at the Marriott in Bloomington. President Oldfield said to answer Mr. Murphy’s question, that training would be the largest in-state travel expense and would come out of this current fiscal year.

Following a motion by Mr. Maguire for the Board’s budget at the FY21 level, Mrs. Butler seconded, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved their 2021-2022 Budget at the FY21 level.

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; 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 a Closed Session.

5.0 ADJOURNMENT

Following a motion by Mrs. Butler, seconded by Mr. Lyttaker, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, March 24, 2021 adjourned at 6:47 p.m.

______________________________
Mr. Kent Schleich, Chair

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Mr. Phillip Murphy, Secretary