The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, November 18, 2020, at 6:00 p.m. at the Spoon River College Conference Center, Canton Campus, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Schleich, Chair, called the meeting to order at 6:01 p.m.

1.2 Roll Cal

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

Also present were Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President; Mr. Brad O’Brien, Dean, Career/Workforce Education; Mr. Colin Davis, Director, Foundation; Ms. Missy Wilkinson, Dean, Student Services; Ms. Holly Norton, Dean, Transfer Education; Ms. Andrea Thomson, Director, Human Resources; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present:

1.3 Invocation

Mr. Biernbaum gave the invocation.

1.4 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance.

1.5 Public Comment

Mr. Schleich asked if any member of the audience would like to make a comment. There were no requests.

President Oldfield reported that the Governor extended the Executive Order 2020-71 and that allows the Board of Trustees to hold a meeting with trustees present by other means. Trustee Butler is attending tonight by phone which the Governor’s exemption allows.

1.6 Approval of Minutes

1.6.1 October 28, 2020 Regular Meeting Minutes
Following a motion by Mr. Meade, seconded by Mr. Lyttaker, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the October 28, 2020 Regular Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

The November 13-14 ICCTA meetings and seminar were moved to a virtual format due mostly to changing health conditions in the Chicago area. During these virtual sessions, several items were covered as we sought to conduct the association’s business through a virtual format.

One of the good things that happened as a result of the virtual format was the Friday afternoon seminar was able to pull together an outstanding group of presenters to address the topic of “Community College + Diversity = the Future; What Role Will You Play as a Trustee?” Panelists included State Rep. Emanuel ‘Chris’ Welch, chair of the Illinois House Executive Committee; Donna Hardy, special assistant to the director, Illinois Department of Human Rights; Dr. Helen Benjamin, ACCT consultant and former chancellor of the Contra Costa (California) Community College District; and Dr. Sheila Quirk-Bailey, President, and Dr. Rita Ali, Vice President of Workforce and Diversity, Illinois Central College, plus several others. President Oldfield and I were able to attend and have received copies of the presentation materials that we are able to share.

During our Legislative Committee and the Board of Representatives Meeting, Executive Director Jim Reed and Legislative Counsel Jessica Nardulli presented an update of the changing environment in Springfield following the recent general elections. Copies of the association’s election analysis have been sent out by email to member trustees. They commented that earlier speculation had believed there would be a blue wave on legislative elections. As it turned out, there was only a slight change in the make up of the legislative bodies with democrat leadership still maintaining their super majorities in both chambers.

They noted that the defeat of the proposed graduated tax amendment will have a decided effect on state financial and budget issues. The proposal fell short by a remarkable 10-point spread – 55% voted NO, 45% voted YES. Governor Pritzker spoke about the impact on the state saying there will be cuts, and they will be painful. Leader Durkin suggested the administration begin with a 4% across the board cut to the state budget as a starting point to address the budget deficit. The Governor said a flat tax increase is not off the table. The election results blow a $1.3 billion hole in the remaining six months of the FY21 budget in addition to the $6.2 billion hole caused by the pandemic. There is only speculation at this point and it is unsure how the Governor and the Legislature will move to resolve the problem.

Since the meeting, the Speaker’s Office has announced that the Veto Session that had been scheduled to start November 17 has been canceled citing public health concerns. There will still be an opportunity for a Lame Duck session prior to the inauguration of the 102nd General Assembly on January 13th. Actions during a lame duck session only require a majority vote for approval and might be a time to deal with the current state budget problem. Two added factors will be whether the House Democratic Caucus will continue to support Michael Madigan as Speaker for the 102nd General Assembly and the agendas put forward by several of the minority group caucuses.

During the meetings, ICCTA adopted the 2021 Legislative Goals which focus on local control, equitable funding, equity in higher education, MAP funding set-aside, baccalaureate degrees in
selected areas, and capital funding. Copies of these revised goals were scheduled to be sent out this afternoon to the membership along with a copy of the board meeting highlights.

The next ICCTA Board of Representatives meeting was to occur in conjunction with the ACCT National Legislative Seminar (NLS) in Washington, D.C. next February. ACCT recently announced that the NLS will now be moved to a virtual format so ICCTA is still working out details for our next state meeting. The meeting will likely also be in virtual format. Information will be sent out as soon as a decision is made.

I have also included with my report a list of upcoming dates and meetings of interest. Let me know if there are any questions.

**Upcoming dates and meetings of interest:**

**NOVEMBER 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>November 17-19</td>
<td>Illinois General Assembly Veto Session (CANCELLED)</td>
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**DECEMBER 2020**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>December 1-3</td>
<td>Illinois General Assembly Veto Session (CANCELLED)</td>
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<tr>
<td>December 4</td>
<td>Illinois Community College Board meeting, Harry L. Crisp II Community College Center, Springfield</td>
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<td>December 8</td>
<td>Illinois Board of Higher Education meeting, Malcolm X College, Chicago</td>
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<td>December 14-21</td>
<td>Filing period for April 6, 2021 trustee elections</td>
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**JANUARY 2021**

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<tr>
<th>Date</th>
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<tr>
<td>January 13</td>
<td>102nd General Assembly Inauguration, Springfield</td>
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<tr>
<td>January 15</td>
<td>Illinois Community College Board meeting, Harry L. Crisp II Community College Center, Springfield</td>
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<tr>
<td>January 28</td>
<td>Illinois Council of Community College Presidents meeting</td>
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<td>Joint meeting with Chief Academic Officers and Chief Student Services Officers Via Zoom videoconference</td>
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**FEBRUARY 2021**

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<th>Date</th>
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<tr>
<td>Date TBD</td>
<td>ICCTA Board of Representatives meeting (TBA)</td>
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<tr>
<td>February 7-10</td>
<td>Virtual Community College National Legislative Summit, Washington, D.C. On-Line Conference and Meetings</td>
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**MARCH 2021**

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 11-12</td>
<td>Illinois Council of Community College Presidents meeting, location TBD</td>
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<tr>
<td>March 12-13</td>
<td>ICCTA Board of Representatives and committee meetings, Hyatt Regency Schaumburg Hotel, Schaumburg</td>
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<tr>
<td>March 26</td>
<td>Illinois Community College Board meeting, Waubonsee Community College, Sugar Grove</td>
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**APRIL 2021**

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>April 6</td>
<td>Consolidated election (including community college trustees)</td>
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<td>April 14</td>
<td>Phi Theta Kappa All-Illinois banquet, President Abraham Lincoln Hotel, Springfield</td>
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<tr>
<td>April 11-14</td>
<td>American Association of Community College (AACC) virtual convention</td>
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**MAY 2021**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 31</td>
<td>Scheduled Adjournment of the Illinois General Assembly</td>
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**JUNE 2021**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>June 3 – 5</td>
<td>ICCTA Annual Convention and Board of Representatives Meeting</td>
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<td></td>
<td>Marriott Bloomington-Normal Hotel &amp; Conference Center, Normal, IL</td>
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Mr. Jaylen Lyttaker presented the following report:

The speech team took part in their first virtual, synchronous tournament. While only three SRC students ended up competing, Coach Dr. Andrew Kirk is proud to say that Jessica Boyd finished with a silver medal in after dinner speaking. Her topic this year is doomscrolling, or the tendency we have to spiral out of control when consuming negative news via social media.

TRIO workshops this month were: resume writing and stress management. Workshops are all recorded for student to view at any date. The Refer a Friend promotion is set to end on November 20. TRIO students have been encouraged to refer their friends to apply for TRIO. For any eligible friend that applies, that student will get their name in a gift card drawing.

HEAL Student Association met this month with guest speaker, Jenni Wright, Human Resources Department at Graham Health Systems. She discussed what she looks for in a healthcare worker, how to properly fill out an application, how to give a good interview, and discussed what type of job shadowing and part-time or PRN employment opportunities that Graham has available to students.

HEAL students also discussed different ways to reach out to the student body about this student association, common health issues, and how to educate and better spread the word. Students planned to distribute hand sanitizer/educational handouts about staying healthy over the holidays and to promote self-care and mental health.

Mr. Phillip Murphy presented the following report:

Mr. Murphy said the meeting that was scheduled for this morning was cancelled because of a lack of a quorum.

Mr. Colin Davis presented the following report:

- The ~7500 letters for the November appeal for the annual campaign are delayed a week in production, but we’re expecting those to go out next Monday. In the grand scheme of things, this doesn’t change much other than it just hits mailboxes a week later. We’re excited to see how this mailing turns out and think it’s the beginning of something great.
- The SRC Community Chorus production, Home for the Holidays: Virtually Unplugged, is coming together nicely and includes over 60 people (including SRC staff, faculty, students, and alumni) who have lent us their talents in some way to help us create this concert. In addition to a few full-chorus pieces (two of which were recorded entirely separately from home), there are dozens of solo/socially distanced small group performances of songs across many genres, poems, dramatic/humorous monologues, etc. – all relating to winter/the holiday season. There’s literally something for everyone.
  - Since this takes the place of the normal holiday concert for which tickets are required (and which support SRC scholarships), everyone who donates to #GivingSPOONday on or before December 1 will receive access to the production around December 10 as our thank you for supporting the Foundation. The Chorus felt that it was important to do what it could to bring some holiday cheer to people where they are this year, so that the audience can watch from the safety of their homes.

Colin also reported on #GivingSPOONday preparations and explained that this is our version of #GivingTuesday which began in 2012 worldwide, and the first year at SRC in 2015. We have met and exceed the goal each year for us, and it has brought in over $100,000 in five years. The
date is December 1 this year, and the goal is 200 separate gifts of any size. This is the same goal as last year. Colin reviewed the approach which includes branding, website presence, social media, personal emails, traditional media, direct mail appeal, and community partnerships. Colin said to keep in mind this will be more difficult this year to do previous donors being shifted to the annual campaign. Colin explained that the website is an easy to remember URL that we push people to. The only link on the page is to DONATE, and that appears on the page multiple times. The site includes a countdown clock and also a tracker. With social media, Colin said for us #GivingSPOONday is largely Facebook-centric. We will also have a video, which will be out tomorrow (November 19). Colin said we will provide frequent updates and post once the video goes up. We will also utilize boosted posts that push people to the website, which is targeted to the SRC District by zip code and also reaches SRC alumni worldwide. Volunteers, faculty, staff, students then share posts within their networks to reach a wider audience. Colin said we will also utilize personal emails. We have 50 to 100 volunteers who will create a committee which shares social media posts to their personal pages. The committee emails 15-25 of their friends, family, professional networks, etc., using an email template provided by the Foundation. This can be sent out on November 30 as well as December 1. The goal is to reach 1,000 to 2,000 people you might otherwise not reach. Colin explained that traditional media is also used with press releases going out this week. Radio interviews are also scheduled as well as feature stories in newspapers. Direct mail is also used, and normally we have targeted anyone who has given in the last 5 years. The idea is to include those who either don’t know about Giving Tuesday or like the idea but are not online givers. This year we have purchased a mailing list, and all current/former SRC employees and a few others will receive a letter. Lastly, Colin said we have some great community partnerships:

- HyVee Round Up – Canton and Macomb – for a full week
- Social Media Clout Lending
- Chamber Blasts/Newsletters – Canton and Macomb
- Donation boxes – new this year and will be placed with businesses for more exposure
- Community Chorus – in lieu of having the concert, we are asking them to reach out to previous ticket holders.

Colin said by the end of the year we will see some great returns on all of these efforts. Mr. Schleich said it sounds very thorough and wished him luck.

1.10 Report – Board Member Comments

There were no comments from Board Members.

1.11 December 16, 2020 Regular Board of Trustees Meeting, Macomb Outreach Center – change time of meeting to 6 p.m.

Mr. Schleich said that according to President Oldfield there were several responses to the question about the time of the December Board Meeting, and the message was to just leave the meeting time at 5 p.m. as it is currently scheduled. Mr. Schleich said there would be no action is required on this item.

2.0 PRESIDENT’S REPORT

2.1 Communications

President Oldfield reported that we are excited to announce that Anna Weisbruch is the new Interim Medical Laboratory Technician Program Director Coordinator. She will help us get our program launched. She is an interim because part of her responsibility is the national accreditation, and as a part of that, we are required to have a master’s prepared program director. She will serve as interim and assuming we receive the accreditation, we will drop the interim from her title. President Oldfield said she brings a great deal of experience and is currently a lab tech director at OSF. The Peoria area hospitals, Graham Hospital, Mason District Hospital and McDonough District Hospital have all helped
create this program. Brad O’Brien brought the hospitals together two years ago, and we are pursuing the accreditation.

President Oldfield said that he regretted having to share that we unfortunately lost Brock Reid, a sophomore Diesel student. Brock passed away due to a car accident Monday. President Oldfield shared that he spoke with the family to express our sincere sympathy. Andrea White has been providing resources for students and faculty who interacted with Brock. We are happy Andrea is here for us during this time of need. She is a great resource.

President Oldfield said this will be the last week of classes mostly in person. Up through this time, about 60% of our classes have been online. We have given faculty the option to take the remaining face to face lasses online for the remainder of the semester. Holly and Brad have been working with the faculty who have until Friday to express their preference. Holly has about 10 full time faculty who have moved from face to face to online. 3 will take some sections and leave some sections, and 3 will continue. 16 of our 34 faculty have responded as of today. We have also given the opportunity to part-time faculty. We have had 10 part time faculty respond, and 5 will move completely online, one will mix, and 4 will stay as scheduled. This will reduce student population on campus and centers dramatically, and this will all start November 30. This is a scheduled fall break next Monday for that Thanksgiving week. Classes and faculty will be off. We will continue to have students on classes for labs and developmental education as well as nursing clinicals and skills labs.

President Oldfield reported that we continue to monitor our COVID numbers, and as of today, we have 4 positive cases in Canton/Havana and 4 positive cases in Macomb/Rushville. President Oldfield also reported that we have one positive employee in Canton and one positive employee in Macomb. Our numbers have improved since October, and we feel our mitigation efforts work and contain the virus. It is a victory for our mitigation efforts to have had the outbreak in October and have that contained with no student-to-student spread or student-to-employee or employee-to-employee spread. We use the IDPH guidelines to keep everyone safe. The faculty pushed for the option for this change in the fall semester. With the Governor’s plan to move to Tier III it does cause us to make some changes to plan ahead. This timing of this change also provides more time to prepare for the remainder of the semester.

Mr. Meade asked about faculty with the option to go online and if we are doing anything for staff where they can do like the spring and work remotely. President Oldfield said we have not offered this to employees. For faculty who have expressed interest, we follow the Families First Act and give them up to 12 weeks of time off with the first week being sick time with 2/3 of pay for the remainder of the time. We have offered that to faculty and staff who have asked. President Oldfield said that President’s Cabinet reviews this and the majority of the feedback we receive from the spring was about not having staff on campus for registration, which was an issue. Students want the face to face option. We have not moved anyone to the optional phase for staff. Mr. Schleich asked about the CARES Act. Curt said the funding from the Act last spring and half was institutional funds and half was for students. We saved some back for fall for students. Missy Wilkinson has been working with a team to distribute those remaining funds. Institutional funds have been managed by Jo Branson, Director, Financial Aid. The institutional side has been expended. Mr. Schleich asked about another institutional phase. President Oldfield said Congress would have to approve a second round of CARES Act funds to have more funds in the spring. We have used institutional funds to help improve servers and in the IT area to support faculty and delivery methods.

2.2 Business and Finance Report

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>$ 521,206.71</td>
</tr>
<tr>
<td>Accounts Payable (excluding Travel)</td>
<td>$ 369,279.95</td>
</tr>
<tr>
<td>Accounts Payable Travel Expenses</td>
<td>$ 2,569.19</td>
</tr>
<tr>
<td>Accounts Payable BOT Travel Expenses</td>
<td>$ 81.78</td>
</tr>
<tr>
<td>Electronic Payments (Health/Life Insurance)</td>
<td>$ 145,345.39</td>
</tr>
</tbody>
</table>
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 authorized the following payments for the month of November 2020:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>Electronic Payments (Health/Life Insurance)</td>
<td>$145,345.39</td>
</tr>
<tr>
<td>Student Refunds – Accounts Payable</td>
<td>$7,843.00</td>
</tr>
<tr>
<td>Student Refunds – Nelnet (electronic)</td>
<td>$66,344.80</td>
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TOTAL: $1,112,670.82

2.2.2 Conduct a public hearing for the issuance of funding bonds for the purpose of paying claims against the District.

Following a motion by Mr. Maguire to open the hearing for the issuance of funding bonds for the purpose of paying claims against the district, seconded by Mr. Murphy, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees opened a public hearing for the issuance of funding bonds for the purpose of paying claims against the District.

Mr. Schleich asked if there were any questions or comments. Mr. Maguire asked if we list the claims. Brett said we have the $2 million for Macomb East, $2 million for EDA grant, and the $800,000 for the tech bond.

Following a motion by Mr. Maguire to close the hearing for the issuance of funding bonds for the purpose of paying claims against the district, seconded by Mr. Biernbaum, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees closed a public hearing for the issuance of funding bonds for the purpose of paying claims against the District.

2.2.3 Adopt the Resolution declaring the intention to issue funding bonds for the purpose of paying claims against the District.

President Oldfield presented this item for the board’s consideration and explained that this action item and the next action item will get First Midstate to start the bond sale, and the results will be brought back to the Trustees in January. There will not be required board action in December.

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 adopted the Resolution declaring the intention to issue funding bonds for the purpose of paying claims against the District.
2.2.4 Adopt the Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District.

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

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

RESOLVED, That the Board of Trustees adopted the Resolution expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by the District.

2.2.5 Adopt the PHS (Protection, Health, Safety) Project Resolution in the amount of $235,000 for the renovation of the Biology Lab (T205) on the Canton Campus. Funds will be available in 2021 from the upcoming PHS tax levy.

President Oldfield presented this item for the Board’s consideration and explained that this will be just like the lab renovations of the previous summers. This is the final lab on the Canton Campus.

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

RESOLVED, That the Board of Trustees adopted the PHS (Protection, Health, Safety) Project Resolution in the amount of $235,000 for the renovation of the Biology Lab (T205) on the Canton Campus. Funds will be available in 2021 from the upcoming PHS tax levy.

2.2.6 Reaffirm the Board of Trustees’ authorization of the SRC Administration to apply to the United States Department of Commerce, Economic Development Administration (EDA) for funding and granting President Curt Oldfield signature authority.

President Oldfield presented this item and asked the Board to reaffirm the April decision to pursue the grant application to the next level and requested an update of the Board’s commitment. President Oldfield explained that this action would also allow Curt to be the signatory if we are awarded the grant. Mr. Schleich asked if this is because it’s been longer than six months. President Oldfield said yes, a more timely reaffirmation was requested.

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

RESOLVED, That the Board of Trustees reaffirmed its authorization of the SRC Administration to apply to the United States Department of Commerce, Economic Development Administration (EDA) for funding and granting President Curt Oldfield signature authority.

2.2.7 Reaffirm the Board of Trustees’ commitment to the United States Department of Commerce, Economic Development Administration (EDA) grant project. The College’s $2,000,000 share of the project is available and unencumbered.

President Oldfield presented this item for the Board’s consideration for the College’s commitment to the share of the project. He explained that this is part of the bond sale, and those funds will be available for the match. We have also been doing some budget work with the EDA on the grant and will not exceed the funds needed for the match.
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 reaffirmed its commitment to the United States Department of Commerce, Economic Development Administration (EDA) grant project. The College’s $2,000,000 share of the project is available and unencumbered.

2.3 Institutional Planning

2.3.1 Strategic Plan 2021-2024

President Oldfield asked the Board to review the Strategic Plan that has been posted. He asked the Board to consider the approval so we can start the marketing and planning with employees. Mr. Murphy said he reviewed it and asked about changes. President Oldfield said we have a change in the employee area that includes the desire to provide more professional development opportunities. With Covid, President Oldfield said our employees have had more opportunities for professional development through virtual seminars. It is important for us continue to focus on diversity components of the Strategic Plan as well and talk about all of our responsibilities to improve diversity and inclusion in the college and the communities we serve.

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

RESOLVED, That the Board of Trustees approved the Strategic Plan 2021-2024.

3.0 ADDITIONAL ITEMS

- January Retreat – Wednesday, January 27, 2021, 10 a.m., Canton Campus, Engle Hall Conference Center

President Oldfield said the Board Retreat is scheduled for the last Wednesday in January. We are scheduled to be in this room for that day. It will be an all-day event starting at 10 a.m., and the Board Meeting is scheduled for 4:30 p.m. that same day. The Retreat is scheduled in this conference center which is being used as a classroom, but we are working around some options. We will confirm that availability. President Oldfield asked the Trustees to submit agenda items for the Retreat.

Mr. Murphy said he saw the dugouts are going up, and that is a nice addition. President Oldfield said the fourth dugout is scheduled to be done in the next week.

4.0 CLOSED SESSION. In accordance with the Illinois Open Meetings Act (120/2, c.), the Board of Trustees will adjourn to Closed Session for: 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.

Mr. Schleich said there was not a call for 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, November 18, 2020 adjourned at 7:02 p.m.

________________________________________
Mr. Kent Schleich, Chair

________________________________________
Date

________________________________________
Mr. Phillip Murphy, Secretary