

MINUTES OF THE JOINT MEETING
OF THE
BOARD OF TRUSTEES OF SPOON RIVER COLLEGE
AND THE SPOON RIVER COLLEGE FOUNDATION BOARD

Wednesday, September 26, 2018
4:00 p.m.

The Spoon River College Board of Trustees convened at 4:00 p.m. in Engle Hall Conference Center, Room B at the Canton Campus for a meeting with the members of the Spoon River College Foundation. Those present included: Curt Oldfield, Kent Schleich, John Biernbaum, Linda Butler, Jerry Cremer, Dave Maguire, Kevin Meade, Phillip Murphy, Julie Hampton, Lori Murphy, Colin Davis, Alan Acheson, Bruce Beal, Daryle Coleman, Mitchell Coonradt, John Davis, and Zack Maher.

Colin started the meeting by explaining that the discussion for this meeting will be about Fundraising. He said the goals for today are:

- Help you develop your “elevator speech”
- Define your role
- Provide most vital information about SRC/SRC Foundation
- Communicate our top needs
- Increase your confidence in being part of the fundraising process

Colin turned the meeting over to President Oldfield for an exercise. President Oldfield handed out notecards and led the group in a “Why I Care” exercise. The purpose of the exercise was to meet and share – which are two fundamental parts of fundraising. President Oldfield said people give to people; people don’t give to organizations. It starts by having a conversation.

President Oldfield reviewed “So, What *DO* (or should) You Do Here?”

- Each Trustee/Director has the responsibility of oversight of SRC/Foundation
- Setting/Recommending policy
- Volunteer
- Personal financial donations
- Visible ambassadors for SRC
- Fundraisers – in your respective ways

Colin reviewed the Fundraising process. Fundraising is just not asking for money. It is truly a process that involves identification (20% of the work), cultivation, solicitation, recognition, and stewardship. The “ask” only represents 5% of the entire process.

How YOU can be involved here – Colin reviewed the following:

- Identification – Research & Opening the Door
- Cultivation – Building the relationship personally and with SRC
- Solicitation – The Ask
- Stewardship – Keeping the relationship strong!
- Not everyone will be good at or comfortable with all of these. That’s okay!
-

Colin led the group in an exercise to identify potential donors. He reviewed what makes a good prospect (How To #1):

- Affinity for your work or fit our “profile”
- Capacity to give at a level that makes the cultivation worth it
- “Reachable” by the organization

How To #2: Don't be Afraid to Leverage

- You aren't (necessarily) asking for money; it takes many times to do that!
- Remember how YOU feel when YOU give.
- It's not as much about getting their money as it is helping them achieve their goals of creating positive change.
- 76% of Americans give!

How To #3: Be Honest, But Start Slow!

- Be honest about why you're having the conversation
- Ask "What are your impressions of SRC?" and LISTEN/make mental notes
- Utilize elevator speech
- Ask if you can invite them to campus or introduce to SRC/Foundation staff

How To #4: Work with Staff to Compile Info

- Biographical
- Possible affinity areas/passions/compassions
- Charitable giving history/ability
- Notes from the conversation
- ALL information is important and relevant!

How To #5: Help to CULTIVATE the Prospect

- GO to the initial meeting with Colin/Curt/etc.
- PERSONALLY follow up and ask again for their impressions
- PERSONALLY keep them involved/engaged/in the fold – keep inviting them!
- *THIS* is how we get to **THE ASK**

Colin reviewed specific examples of how you can engage:

- Host a no-ask event, etc.
- Bring them to a fundraiser/college event as your guest
- Ask if they'd like to tour campus
- Ask them to volunteer for an event
- Other suggestions?

SRC: What You NEED to Know:

- Founded 1959
- Large district serves all or parts of Fulton, Knox, Mason, McDonough, and Schuyler counties
- Approximately 2500 students served in a given year
- 41 degree/certificate academic programs
- Higher than nationwide/statewide averages for community college student completion

What are SRC's Funding Sources?

- Approximately \$9 million operating budget:
 - ~34% from property taxes; ~9% from State; 57% from tuition and fees
- Original Illinois Community College Act sought to fund community colleges with each source being equal
- Grand funding for some portions of college (Adult Education, CTE, etc.)
- Important to note that this is what it takes to keep SRC solvent; not necessarily factoring in what it takes to grow

SRC Foundation: What You Need to Know:

- Separate 501(c)(3), governed by 17-member Board of Directors; approximately \$4.1 million in net assets
- Scholarships, Facility Upgrades, Support of Student/Community Programs, Grants to Faculty/Staff, etc.
- Funding from individuals, organizations, businesses, special events, special campaigns, etc.
- Funds support students and *supplement* SRC initiatives.

SRCF: What Do We Support, Specifically?

- Approximately \$200,000 - \$250,000 in annual expenses
- No overhead (rent, salaries, etc.) and very minimal supply/printing costs; all other expenses directly support Foundation's mission

- Examples of recent expenses: ~\$100,000 in scholarships per year; \$30,000 to upgrade LRC; \$15,000 for buses; \$100,000 for Multi-Purpose Building; \$100,000 to athletics start-up (in progress); \$23,000 for nursing manikins, ~\$10,000 in faculty/staff grants, etc.

What Are Our Big Needs, Going Forward?

- Athletic/Alumni Engagement Campaign
- Landscaping/Signage
- Macomb Capital Campaign (soon, but never too early to quietly start!)
- Scholarship support for dual credit, non-traditional, certificate students (especially those in programs ineligible for financial aid)
- Unrestricted funds
- Whatever the donor is passionate about!
- Suggestions?

Things to Remember About Fundraising

- “I don’t know!” is acceptable!
- Hug people before you need them.
- Existing donors are gold!
- Most people are expecting to be asked (and even *appreciate* being thought of)!
- “People give to people” – because they ask! (It’s the number one reason, actually. Fundraising, like many things, is all about relationships.)

The joint meeting of SRC Board of Trustees and SRC Foundation Board of Directors concluded at 5:05 p.m.

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

**Wednesday, September 25, 2019
6:00 p.m.**

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, September 25, 2019, at 6:00 p.m. at in the Spoon River College Conference Center, Room A, Canton Campus, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

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

1.2 Roll Call

Members Present:	Mr. John Biernbaum
	Ms. Linda Butler
	Mr. Jerry Cremer
	Mr. Dave Maguire
	Mr. Kevin Meade
	Mr. Phil Murphy
	Mr. Kent Schleich
	Ms. Molly Linder

Also present were Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President; Ms. Missy Wilkinson, Dean, Student Services; Mr. Brad O’Brien, Dean, Career and Workforce Education; Ms. Holly Norton, Dean, Transfer Education; Mr. Colin Davis, Director, Foundation; Ms. Sarah

Gray, Director, Business and Auxiliary Services; Ms. Barb Strauch, Nursing Faculty; Mr. Michael Maher, Sociology Faculty; Dr. Andrew Kirk, Speech Faculty; Ms. Bridgett Loftus, Chemistry Faculty; Jamie Kotewa, Art Faculty; Becky Leverette, Psychology Faculty; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: Ms. Sara McKenna, Wipfli.

1.3 Invocation

Mr. Schleich gave the invocation.

1.4 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance. He also welcomed the auditor Sarah McKenna.

1.5 Public Comment

Mr. Schleich asked if there were any comments from the audience. There were no requests for public comment.

1.6 Approval of Minutes

1.6.1 August 28, 2019 Regular Meeting Minutes

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 approved the August 28, 2019 Regular Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

The last meeting of the Illinois Community College Trustee Association (ICCTA) was held September 13-14 in Springfield, Illinois. Sessions started with the morning trustee roundtable which was composed of 40% new attendees. Discussions centered around two issues, how boards work with “rogue” trustees and whether community colleges rely too much on associate degree completion.

The Friday afternoon session/seminar covered the impact of legalized recreational marijuana on community colleges. Both President Oldfield and I were in attendance and brought back several materials from the session including the Illinois Department of Agriculture’s power point presentation. The representative from the Illinois Department of Ag covered information about hemp as well as cannabis and how the State of Illinois will be handling registration and regulation. During the government relations and public policy part of the meetings, we were notified in the change in schedule for developing the annual legislative agenda. The trustees will be surveyed for input on state legislative priorities by October 15, with adoption of ICCTA’s 2020 legislative agenda at the November 9 Board of Representatives meeting;

The next ICCTA Board of Representatives meeting will take place on Saturday morning, November 9, 2019, at the Hyatt Regency Hotel in Lisle, Illinois.

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

Upcoming dates and meetings of interest

SEPTEMBER 2019

September 26 – 27 ICCTA Professional Administrative Assistance Conference, Elgin Community College, Elgin

OCTOBER 2019

October 16 – 19 Association of Community College Trustees Leadership Congress, Hilton San Francisco Union Square, San Francisco
October 17 State Universities Retirement System meetings, Chicago
October 28 – 30 Illinois General Assembly veto session, Springfield
October 29 ICCTA Southeast Region meeting, Shawnee Community College

NOVEMBER 2019

November 8 Illinois Council of Community College Presidents meetings, Hyatt Regency Hotel, Lisle
November 8 – 9 ICCTA Board of Representatives and committee meetings, Hyatt Regency Hotel, Lisle
November 12 – 14 Illinois General Assembly veto session, Springfield

DECEMBER 2019

December 5 Illinois Student Assistance Commission meeting, Chicago
December 5 – 6 State Universities Retirement System meetings, Chicago
December 6 Illinois Community College Board meetings, Harry L. Crisp II Community College Center, Springfield
December 10 Illinois Board of Higher Education meeting, DePaul University, Lincoln Park Campus, Chicago

FEBRUARY 2020

February 9 – 12 Community College National Legislative Summit, Washington, D.C.
February 10 ICCTA Board of Representatives meetings, Washington, D.C.

MARCH 2020

March 12 Illinois Council of Community College Presidents meeting / Joint session with Chief Academic Officers and Chief Student Services Officers, Heartland Community College
March 13 – 14 ICCTA Board of Representatives and committee meetings, Heartland Community College, Normal
March 17 General primary election
Illinois Board of Higher Education meeting, location TBA
March 28 – 30 American Association of Community Colleges' 100th anniversary convention, National Harbor, Maryland

1.8 Report – Student Government Representative

Ms. Molly Linder presented the following report:

During the month of September, students participated in different events to decrease stress and improve overall mental health.

Our newest student group Healthcare Enthusiasts And Leaders (HEAL) met and are currently working with Andrea White and Student Services to plan some projects and events during Mental Health Awareness Week October 6th through October 12th.

The SRC Habitat for Humanity Campus Chapter is collaborating with local organizations on a few events for the year including dodgeball, ironman volleyball, and possibly a color run. The students will also begin volunteering at a building site in Canton soon.

The Speech and Debate Team is up and running, with eight students currently working on their individual events. Students who are “tournament ready,” as determined by their coach Dr. Andrew Kirk, will be attending their first competition on October 26th at McHenry County College. Wish them luck!

Congratulations to the recently elected 2019-2020 Student Government Association officers: Canton Campus: President-Delany O’Brien (until December) and then Ryan Bates; Vice-President-Kalan Lancaster; and Secretary-Triston Eddlemon. Macomb Campus: President-Dymond Sims; Vice President-Cora Kielsmeier; and Secretary-Jennie Ismail.

TRIO students traveled to Peoria on September 20 for a cultural trip. They did a community service project at Midwest Food Bank. They packaged Rice Krispies cereal into 2,046 smaller bags, which will serve 8,326 bowls of cereal, and even broke a record for packaging at the food bank! This will serve 8,326 bowls of cereal to people in need! The group then did more teambuilding by participating in escape rooms at Escapetown-Peoria that afternoon.

TRIO workshop topics for this month included: tips to boost your G.P.A., stress management, time management and living on a budget.

1.9 Report – Spoon River College Foundation

Mr. Phil Murphy presented the following report:

- Financial: Revenues: \$33,087.82
- The SRC Foundation Board met today, prior to the Joint Meeting, though, with no quorum, no action was taken.
- Applications for Fellheimer Scholarships (Macomb students) were made available last week. West Central FS Scholarship (agriculture students) applications will be made available this week, and the general application for SRC Foundation Scholarships will be made available next week on October 1, along with the FAFSA for next summer.
- Rehearsals begin tomorrow evening for the SRC Community Chorus winter concert, *Frosty Airs and Fables*, which takes place on December 7 and 8 at 7 p.m. at the First Christian Church in Canton. No auditions are required; anyone with a love of music is welcome to participate, and all proceeds benefit the David Bishop Memorial Scholarship, which is currently being funded. Tickets go on sale to the general public on October 15.
- Reminder: the SRC Alumni Awards Reception and Athletic Hall of Fame Dinner will be held Saturday, November 2 at the Canton Campus.
- The next meeting of the Foundation Board is scheduled for Wednesday, October 16 at 7:30 a.m.

1.10 Report – Board Member Comment

Mrs. Butler said she was contacted by the City of Rushville’s TIF district, and they will likely ask to address the Trustees at its Board Meeting next month in Rushville.

Mr. Schleich said he trusts that the Trustees reviewed the results from the Trustee Evaluation that was conducted last month by the Executive Director of the Illinois Community College Trustees Association. He addressed a couple of “dissatisfied” notations. One was about

suggesting agenda items for future board meetings. Kent said he knows he and President Oldfield are open to suggestions for agenda items. Another item dealt with long term focus on policy issues. Kent said he thinks this is a challenge that we have, and the trustees tried to address that at the last retreat. Our staff does a good job at looking ahead. We need to continue to make this a priority. Kent said it is sometimes a flip of a coin difference between satisfied and very satisfied.

2.0 PRESIDENT’S REPORT

2.1 Communications

President Oldfield said Congratulations! It’s Adult Education and Literacy Week. Sally Shields has done a nice job showcasing that. If you interact with some of our Adult Ed staff, tell them congratulations for a job well done. Chad Murphy presented the Adult Education report last month and showcased the program.

President Oldfield reported that the Macomb Chamber of Commerce is hosting a Legislative Luncheon, and Trustees can RSVP to Julie. October 16 is the date and it will be held at the MOC.

President Oldfield announced the following new employees:

- Misty Ford, Assistant, Food Services
New part-time position
- Sara Gilpin, Auxiliary Services Specialist
Previously held by Curtis Bump

President Oldfield shared that he attended the ICCB meeting last week as a representative of Presidents Council. SRC is scheduled for an ICCB recognition visit, and we are working on that report. Recognition visits occur every five years. President Oldfield said that Mr. Schleich signed a letter tonight asking for continued recognition, which starts the process, and Brett will lead the material gathering. Most of this is done through electronic means. There may be an onsite component as well.

President Oldfield reported that as a part of our HLC accreditation, we have a quality improvement initiative that we are to submit. Our college-wide initiative will be a part of our accreditation visit that will be in 2021-2022.

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of September 2019:

Payroll (3 pays)	\$ 642,232.98
Accounts Payable (excluding Travel)	901,816.60
Accounts Payable Travel Expenses	2,717.20
Accounts Payable BOT Travel Expenses	305.42
Electronic Payments (Health/Life Insurance)	133,341.82
Student Refunds – Accounts Payable	- 0 -
Student Refunds – Nelnet (electronic)	<u>8,937.10</u>
TOTAL:	\$1,689,351.15

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

RESOLVED, that the Board of Trustees authorized the following payments for the month of September 2019:

Payroll (3 pays)	\$ 642,232.98
Accounts Payable (excluding Travel)	901,816.60
Accounts Payable Travel Expenses	2,717.20
Accounts Payable BOT Travel Expenses	305.42
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Student Refunds – Accounts Payable	- 0 -
Student Refunds – Nelnet (electronic)	<u>8,937.10</u>
TOTAL:	\$1,689,351.15

2.2.2 Accept the General Audit report as prepared by Wipfli, LLP, for FY19.

President Oldfield introduced Sarah Gray and Sara McKenna.

Ms. Sara McKenna, Wipfli, presented the following audit report:

Sara said she is a senior manager and has been with the firm 15 years. She said she would highlight the audit report this evening. She said she has also met with Brett Stoller and Sarah Gray to review the report.

Page 2 of the audit is the Auditor’s Opinion. It is a clean opinion. Sara said there are a total of five opinions, and all opinions are clean, unmodified opinions.

Pages 4 through 11 is the Management Discussion and Analysis. This is a good three year comparison and reviews financial highlights. Sarah Grey does a good job providing that information.

Page 12 is the Statement of Net Position. There has been a lot of fixed asset activity so there are no surprises for the large increase.

Page 13 is the Statement of Activities. Sara pointed out the change in the position listed at the bottom. Operating Expenses remain fairly consistent with the prior year.

Pages 16 and 17 starts the Foundation information. This is where things are a little different this year. There were changes to net asset categories. Now it is net assets without donor restriction and with donor restrictions. The biggest change is on page 17 where the expense section is listed. We now have to report a natural category. We were not required to show that level of detail in 2018, so that audit is shown by program services. Sara also pointed out the net income for the Foundation was \$280,000.

Pages 19-54 starts the notes to the financial statements. There are a lot of schedules and narrative support for the statements. She addressed Note 2 on page 24 where they address cash and investments. The College was fully secured this year as of June 30. Page 28 note 4 – debt footnote. The College issued the Series 19 bonds. The payoff was addressed, and there is principle due this year.

Page 32 starts Note 5 which is the SURS Pension Plan. Overall the SURS pension liability remains at the State level. Page 33 includes a note regarding pension liability that is attributable to the College at \$42.9 million dollars. The State’s total plan is \$27 billion dollars.

Page 36 Note 6: This was new last year and unlike SURS, the State did push some to the Colleges. With that overall, the total liability \$13.5 million for OPEB (Other Post-Employment Benefits) and SRC is \$6.9 million of that total.

Page 71 is the Fund Financials. This is more like how you are seeing reports from the Business Office. SRC is at 65% and that is a healthy number for the Operating Fund balance.

Page 94-103 is the Federal Compliance section. Sara pointed out on the Schedule of Awards on Page 97 the College spent \$4.7 million of federal dollars mostly related to the financial aid program. That is tested as a major program. The College was able to provide all information necessary.

Mr. Schleich asked if there were any Trustee questions for Sara. There weren't any. Sara said the audit went very well, and she thanked Sarah Gray and her team for the work this year. Mr. Schleich said the Trustees also thank the staff for their work on this audit.

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 accepted the General Audit report as prepared by Wipfli, LLP, for FY19.

2.3 Institutional Planning

* Fall Enrollment – Missy Wilkinson presented the following Fall 10th Day Enrollment Report:

Missy reported that the Fall 10th Day Credit Hours does not include Adult Education. We are up just a little over 1%. We are seeing an increase in high school dual credit students as well as first time freshmen. Missy also presented the Fall 10th Day Headcounts and reported that we are seeing an increase in the full-time headcount. We have a number of students committed to 12 credit hours. We are also seeing an increase with athletes. Missy reported that we are seeing a 7% drop in part-time students. Missy also reported that our gender breakdown remains fairly consistent. She also presented the age breakdown and explained that the increase in the under 18 is from high school dual credit students. We are seeing an increase in the 41-50 age group due largely to an increase in our health care areas. Missy also presented the following Future Initiatives that were developed with the ACE Team:

- Improve communication and expand marketing activities to share the value of SRC within our district – program specific marketing and Marketing Advisory Committee with in-district schools.
- Expand partnerships with district schools.
- Focus on addressing opportunity gaps to increase the success of students – look to improve outcomes in key milestones.

Mr. Schleich asked about other community colleges. Missy said she hasn't seen any of the numbers although Carl Sandburg College had reported an increase.

Mr. Biernbaum asked about the gender breakdown. President Oldfield said that is a national issue at about a 60/40 split. It is concerning, and we have to look at programs and issues to attract male participation and enrollment. The big concern is that those young men aren't doing anything and aren't connected with society. President Oldfield said Missy's work to address that issue is right on task.

Mr. Maguire asked about the gender split coming out of high school. President Oldfield said it is nearly 50/50. We just can't get males to enroll. Mr. Biernbaum said it would be interesting to have a focus group of students. Mr. Schleich said they wouldn't come to it. Mr. Biernbaum said

if you bought Monical's they would. Brad O'Brien said this trend started back some time ago. Missy said we are still trying to figure out the connection. Dave asked about seniors and if they have made the decision at that time. President Oldfield said it is so broad as to when the high school students make the decision. He said work and focus to junior high school students is even more vital. Our ultimate goal is to get them to school and engaged in the workplace and society. We have to help males find interest early and stay focused. Mr. Biernbaum asked how much digital marketing we do. Missy said there is some of that and with Facebook as well. John said at least 1/3 of WIU students apply using their phones. President Oldfield said our Marketing is utilizing digital ads. Mr. Murphy asked if transfer programs have the same issue. Missy said it would probably be an even larger swing.

Mr. Maguire asked if there is any other group that is working this missing group of people. We identify it because we want to make sure they have some type of tool. Joh said everyone is trying to find the gaps. President Oldfield said the conversations are ongoing with workforce boards that he serves on. It is known there is a male population with a need that can't be reached. Mr. Murphy asked what the Adult Education breakdown is. Brad said it is probably the same. Mrs. Butler said she thinks it may be even more heavily female.

Mrs. Butler and Mr. Murphy mentioned Welfare and the young single males that is the first category that will be losing their welfare benefits. President Oldfield said there is a federal policy that creates single dads and they are losing their benefits at a greater rate than single females.

Mr. O'Brien said there is a new phenomenon that is called "gap year." A lot of students are moving that direction.

President Oldfield congratulated Missy on a positive enrollment report.

2.3.1 Tenure recommendation – Barb Strauch, Nursing Faculty – effective January 13, 2020.

President Oldfield recommended granting tenure to Barb Strauch. She started in January of 2017, and he recommended tenure effective with the Spring 2020 semester. He explained that this timeframe is in line with the statutes, and we are in compliance. Brad O'Brien pulled together a mentoring committee, and the committee had glowing remarks for Barb for her work in and out of the classroom.

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

RESOLVED, that the Board of Trustees approved the tenure recommendation for Barb Strauch, Nursing Faculty, effective January 13, 2020.

3.0 ADDITIONAL ITEMS

Mr. Schleich said there were no additional items for the Board.

4.0 CLOSED SESSION. In accordance with the Illinois Open Meetings Act, the Board of Trustees will adjourn to Closed Session for paragraph 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee 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. Maguire, seconded by Mr. Cremer, and a roll call vote of unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, September 25, 2019, adjourned at 6:57 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip Murphy, Secretary