

BOARD OF TRUSTEES PLANNING RETREAT MINUTES
Wednesday, January 25, 2023, 10 a.m. – 4 p.m.
Spoon River College, Engle Conference Center, Rooms A and B
Canton, Illinois

Present: John Biernbaum, Linda Butler, Jerry Cremer, Dave Maguire, Kevin Meade, Phillip Murphy, and Kent Schleich (arrived at 12 noon). Also present were President Curt Oldfield, Brad O'Brien, Holly Norton, Missy Wilkinson, Andrea Thomson, Mike Strauman, Sarah Gray, Raj Siddaraju, Colin Davis, and Julie Hampton. Jennifer Burg was also present.

Time: 10:10 a.m.

President Oldfield welcomed everyone to the Board Retreat. President Oldfield introduced Mike Strauman, the new Chief Operations and Security Officer at SRC. Mike shared his background with the Trustees.

Organizational Updates

- Reorganization update – President Oldfield reviewed the updated organizational chart with the Trustees. He reviewed the recent changes. This will be posted to SharePoint. President Oldfield explained that Julie Hampton, in addition to her current responsibilities, will also serve as Grants Coordinator. She will establish boilerplate language for grant applications as well as coordinate with individuals working on grants and submissions. President Oldfield then reviewed his areas as well as the responsibilities of the direct reports. Dr. Oldfield said all of the steps of the reorganization have been completed. Phase II additions include a Student Services position for recruitment and retentions as well as an accountant for the Business Office. Those are future positions. Mrs. Butler asked if the number of direct reports has increased for President Oldfield. He said yes. President Oldfield then reviewed each of the areas of direct reports. One additional future position would be a Director of Auxiliary Services.
- Foundation update – Colin Davis presented the Foundation Update. Colin reported on Giving Spoon Day and explained that 73% of the gifts made were online, and of those gifts, 39% were given by digital wallet. This is a new giving option. This event started in 2015 with a \$5,000 goal. He is very thankful for the support he has received through the years. The year end results were presented with 435 donors that includes gifts from as recent as 10 days ago. The total is \$117,736.18. Objectives were presented. Colin presented the objective of the on-going, gradually increasing revenue source. He presented the year end donors for comparison. 2020 had a big boost from the pandemic that totaled 456. 2021 was 382, and 2022 was 457. Colin presented the year end results for dollars raised: 2019, \$36,682; 2020, \$80,882; 2021, \$81,542; and 2022, \$117,736.

Objective: Increasing SRC Foundation's unrestricted giving. Colin presented the year-end results for unrestricted funds. In 2020, the amount was \$24,550; 2021, \$32,269; and 2020, \$64,366. Colin provided a summary of the upward trend for unrestricted funds since 2014.

Objective: Increasing size of SRCF's donor pool. 2019 – 643; 2020 – 683; 2021 – 847; and 2022 – 1,015). The numbers includes all individuals, businesses, and organizations; unique donors only; no spousal credits, January 1 – December 31.

Colin presented first-time donor numbers: 2019 – 126; 2020 – 233; 2021 – 338; and 2022 – 455. He explained that this includes all individuals, businesses, and organizations; unique donors only; no spousal credits, January 1 – December 31.

Objective: Building loyalty among donors. Colin reported that we are giving multiple opportunities for donors to give throughout the year, and we are showing them how their dollars are helping. This has led to many new major gifts.

What's Next – now through March.

- Letters to employees who give via payroll deduction
- Letters to donors who make recurring gifts online

- Welcome kits to 348 first-time donors since September
- Tax letters for all 2022 donors
- President's Reception preparation (invitations, gifts, designing/ordering new Donor Wall displays, etc.)
- AY 22-23 Scholarship recipients thank you letters.
- The Bridge (SRC)
- Board/President/Executive Director contacts to first-time/key donors
- Impact Report (Rescigno's)
- Next Appeal: March 2023
- Scholarship Application/Awarding Process
- Begin focus on Planned Giving
- E-Mail blast (plus beginning integration with Annual Campaign appeal)
- Website Updates
- Joint Boards campaign
- Focus on employee payroll deduction

Colin presented a map showing donors by states in 2021 (24) and zip codes (276). 2022 had 32 donors from 292 zip codes.

President Oldfield thanked Colin for the update. Mrs. Butler asked about the what's next, and it doesn't show a capital campaign or funds for the new Macomb Campus. Where is that? President Oldfield said now that we have the drawings and design meeting scheduled for final estimate for CDB, we will know that gap and will start that process of the dollar value for the campaign. We will have to start with these donors and rank on the ability to give and start with those conversations. He envisions a Naming Rights campaign. It may not look like a traditional capital campaign but will be sizable. Dr. Oldfield said he will work with Colin once those dollar amounts have been determined. A full capital campaign will be challenging with what WIU is doing in that community as well. Mr. Biernbaum said the previous reference to \$1 million will be more like \$2.5 million. Mr. Maguire said we need to be sure we have our house in order now if we are going to be rolling something out. We need to tie down loose ends. President Oldfield said we need to move forward in a methodical way. The goal is vital. CDB made the award five years ago, so the CDB estimate will need to increase towards that estimate. Mr. Meade asked if that was realistic. President Oldfield said yes, specifically with the Macomb Outreach Center parking lot. The initial award was adjusted. Mr. Murphy said he thinks getting funds out of Macomb will be difficult. President Oldfield said we need to approach us as the solution for a lot of issues in Macomb. Holly Norton said the Macomb Chamber is doing a nice job of including SRC with the Welcome activities in the community.

- Strategic Plan (updates) – Andrea Thomson led the updates. Andrea reviewed Objective 3 Supporting Employees. She said the last year was focused on turnover, hiring, and onboarding. She presented and reviewed turnover. The focus became attracting and retaining talent. Mr. Meade asked about those who left and how many were retirements. Andrea said last year, of the 24, four were retirements. Andrea explained that with the change to a 7 hour work day, we have seen a decrease in departures. We have implemented the Dollars for Denim. She explained that in January we started this campaign where participating employees can wear jeans by making \$25 bi-annual donations. Employees can nominate in-district charities to be the recipient of those donated funds. Andrea said we also encourage supervisors to make employee recognition a way of life; and provide professional development opportunities. This Spring we will provide *Student Ready* Customer Service training to all regularly scheduled employees. Mr. Murphy said a lot of people see HR as an organization but they are also employees. Make sure employees feel HR is the employees' resource. Andrea reported that filling vacancies also required a lot of attention. We have participated in job fairs at Lincoln College, WIU, and online. We have subscribed to Canva to easily share job vacancies on social media platforms. Andrea said we have also met with Veteran Employment representatives from the Illinois Department of Employment Security. In 2022, we hired 45 total employees, 22 of which were regularly scheduled. Andrea reported that we also have a robust 12 month onboarding experience. As a part of that, we:

- Congratulations card is mailed to new hires.
- New full-time and part-time employees are assigned an employee mentor. The Mentor provides 4 months of mentorship to the new employee.
- 3 month check-in to meet with HR and discuss the first 90 days of employment.

- 6 month “So Glad You’re on the Team” card.
- 9 month email and offer to schedule a meeting to discuss any concerns or suggestions.
- 12 month send a work anniversary card.

Andrea also shared an email that was received from a new employee in response to the check-in process, and it was very favorably received.

Sarah Gray presented the Financial updates for the Strategic Plan. She reviewed Objective 3 initiatives.

- Eliminate the barrier of textbook costs by providing a copy of each textbook to the library for on-site use by students. -FA21
 - Textbooks are provided upon request of the instructor or Student Success Coach which has been 3 so far.
- Implement Nelnet Past Due Payment plans for those with a balance prior to the current term. With a valid past due payment agreement, students would be allowed to re-enroll prior to paying off the balance in total. This will help remove a barrier to entry for some students. – SU21
 - Completed-17 past due agreements have been made to date.

Mr. Biernbaum asked what we write off. Sarah said about \$55,000 and that has not fluctuated too much.

Operating Excellence – Objective 1. Implement zero based budget. President Oldfield said the majority of the budget directors are doing more of the reallocating of the funds and certain line items are moved to cover. Most budget supervisors are very good about recognizing when funds are no longer needed and moves them to another area within that budget level. Mr. Meade asked about controllable expenses. Sarah said less than 30%. President Oldfield said 15% is more likely for flexible spending. Sarah said she will be revising the budget packet that will be distributed to budget managers and will also discuss this at the President’s Cabinet level.

Sarah also presented Food Service Initiatives:

- Launch the River Roast Coffee Co. to meet student needs and provide additional revenue for Auxiliary Services – SU21
 - Opened Fall 2021 – Very well received by students and staff.
- Expand Snapper Café “to go” offerings and market affordable heat and eat meals to Villa students. – FA21
 - Complete. Boxed meals, salads, and sandwiches have been added to both the Snapper Café and River Roast Coffee Co.
- Add Snapper Café gift cards to online store so parents can gift cards to their student. – FA23

Food Service Revenue – Sarah presented the Food Service Revenue and referenced areas of fluctuation based on the COVID shutdown.

Sarah presented and reviewed the following Bookstore and Print Shop Initiatives:

- Continue to adapt to student wants/needs in the Bookstore by exploring an expansion of the book rental program (or implementing a flat per semester rental fee) – FA22
 - Instructors have decided to use Open Educational Resources (OER) materials which have no cost for students/no revenue for Bookstore.
- Expand “custom” bookstore merchandise offerings and reduce cost and inventory by printing specialty items in house. Bulk orders will still be locally sourced. - FA21
 - Complete. We have the capability of customizing designs, color, and materials at a lower price. This has been popular with both students and staff.
- Expand the sale of themed “care packages” and “gift baskets” that can be ordered instore or online for delivery to Villas or for student pickup in bookstore location. Market to parents. – FA21
 - Complete. The bookstore offered Student Success Kits (sold 2) and will continue to market these.
- Market the Print Shop services available to the community to generate additional revenue. – SP22
 - Complete. We are now doing jobs from Graham Medical Group. There is a lot of opportunity for growth.

Bookstore Revenue – Sarah also presented the Bookstore revenue and explained the fluctuations based on COVID and online orders.

Accounting and Purchasing Area Initiatives:

- Explore alternatives to Text-Em-All to ensure we are receiving the best service at the lowest cost. We have used this company since 2007 and it needs reviewed. – FA23

- Revisit the bank and credit card processing fees paid by SRC. These tend to creep up over the years and need to be reviewed. – FA 23
- Review present purchasing consortium agreements and ensure we are taking advantage of all discounts. – FA23
- Review Accounts Payable processes to streamline where possible and implement electronic payments where feasible. FA23

Missy Wilkinson provided an update for Student Services:

Objective 1: Expand engagement strategies:

Implement advising appointments during final registration period.

Discuss transfer plans or entering workforce.

TRIO Tutoring expansion.

CHE 160 General Chemistry tutoring offered.

Math and Science study groups formed.

Adjust supervised study hours for student athletes.

Assigned times in LRC throughout the week.

Objective 2: Streamline existing pathways and identify new transfer and career pathways, to help student achieve their career goals.

Increase student use of Career Coach

Classroom visits FA22 and expansion for SP23.

Implement College Visit Day program

Successful FA22 program – will continue SP23.

Provide transfer focused and career focused workshop options SP23.

Objective 3: Identify and work to eliminate barriers to student success.

- Implement priority registration days
- Increase completion of Free Application for federal Student Aid (FAFSA)
Workshops and FAFSA completions on site and at local high schools
- Implement degree audit in student management system.
Advisors tested SP22 and SU22
Degree audit activated in student portal FA22
Educate students on using degree audit SP23

Supporting Employees – Objective 1: Foster a positive culture for innovation, research, continual learning, and professional development for all employees.

Student Services Division participated in Safe Zone Training

Discussed basic terminology surrounding the LGBTQ+ Community

Walked through best practices for interacting with LGBTQ+ students

Talked about creating safe spaces on SRC campus.

Strengthening Communities – Objective 3: Serve the community by sharing our expertise and volunteerism.

Implement Mentor program with athletic team and junior high

Men's basketball team mentor Ingersoll Junior High students.

Create mascot award program for grade schools

Sheldon Recognizes Classrooms implement FA23

Expand student volunteer program

Monthly opportunities through student activities and TRIO

Brad O'Brien provided the following Career and Technical Education Strategic Plan Update

Objective 1: Expand engagement strategies to promote academic goal attainment

Incorporate more career path and goal setting discussions and assignments into courses both online and face-to-face.

Incorporating Personality program into all health programs.

Meet with advisory committees and workforce partners to develop and strengthen work-based learning opportunities for CTE students.

Advisory committee meetings have been held so far with Agriculture, Diesel and Power Systems Technology, Health Occupations, and Medical Laboratory Technician.

Expand career exploration opportunities through career coach activities, open houses, college visits, etc.

Brad O'Brien and Melissa Miller presented Career Coach activities to Ingersoll Middle School.

Melissa M. and Shana Rudd direct the “Girls Unplugged” program monthly at IMS. Discussions continue with other schools to develop similar program.

Brad O’Brien and Stephanie Howerter attended career fair at Illini West HS.

SRC CTE faculty participated in HS career fairs and SRC 10th Grade Career Day.

CTE faculty hosted the Career Edition of College Visit Days.

Brad O. and Melissa M. serve on Canton Area Career Expo planning committee.

Brad O. discussing with WACS and others development of PACE framework and the College and Career Pathway Endorsement being promoted by ISBE.

Continue to develop and modify a more efficient identification system to identify special population students within CTE program areas. Provide CTE students of special populations including those in non-traditional career pathways with support needed to ensure equal access to the academic programs and activities of the College.

Work continues in this area educating faculty on these services available to special population students.

The PATH grant has served very well so far this year giving healthcare students the assistance that they need with tuition, books, and wrap-around support.

Teaching and Learning – Objective 1: Improve course success and program completion for all students.

Incorporate the use of a student tracking system to track students through the MLT program.

This has been incorporated.

Incorporate the use of student surveys to identify the reason that students may leave CTE programs.

Graduate surveys have been developed, created, and put to use. We are still working on refining the survey that will be sent to students who withdraw from a program to be able to document the reasons.

Develop plans to work with K-12 to improve college readiness for incoming students.

Brad is working with WACS and Stephanie Mason on partnerships for the creation of the College and Career Pathway Endorsement.

Teaching and Learning – Objective 2: Ensure the availability of high-quality, relevant programs that support student achievement and personal development.

Equipment and technology upgrades will be reviewed for each CTE program by advisory committees and made quarterly as possible to improve the academic and technical skills achievable of our CTE students.

The PATH grant and the EDA grant have been very instrumental in assisting in the upgrade of equipment and technology in CTE programs. This will continue throughout the 22-23 school year.

Teaching and Learning – Objective 3: Expand dual credit opportunities for high school students.

Work with student services to expand dual credit opportunities in the CTE area.

We continue to have conversations with counselors and principals in our schools to explore ways to increase CTE dual credit. We are pleased to have 8 Rushville high school students in a dual credit Nursing Assistant class spring 23. We are still working to develop interest at Macomb High School for the NA dual credit program. We have recently met with Cuba high school to promote ideas for CTE dual credit opportunities and hope to see some growth in that area.

Expand career exploration and graduation planning to the high school and middle school level.

Operating Excellence and Accountability – Objective 3: Maximize fiscal resources, physical resources, and facilities while balancing the needs of employees, students, and key stakeholders.

Collaborate in order to market and grow our CTE programs at Spoon River College.

The CTE department has worked with the marketing department to set up several marketing campaigns. Digital marketing, geofencing, video development, signage, etc. We did this as an annual approach this year rather than reacting throughout the year.

Strengthening Communities – Objective 1: Improve educational attainment within the Spoon River College district.

Develop and expand employee surveys in healthcare and all CTE programs to assess the satisfaction or additional needs that employers see from our graduates.

Graduate surveys have been developed and a system created to survey graduates 1 year after graduation. The system works well but we are struggling with volume of response. This is an area we will continue to work on in order to better analyze the results.

Through funding available through the PATH grant, Melissa Miller has worked with Graham Health System to create a micro-credential non-credit Medical Assistant course to help certify incumbent workers who are currently working as Medical Assistants. In the fall, we certified 12 employees. 11 of those 12 have passed the national certification. Melissa will begin a class of 13 more students in February. This has been a very beneficial program and partnership with Graham Health Systems.

Strengthening Communities – Objective 3: Serve the community by sharing our expertise and volunteerism.

Encourage service learning projects within our CTE programs.

There is currently a collaboration taking place between the HEAL association and the Student Nurses Association to join forces on service learning projects.

The Agriculture department has set up informational tables to educate the college community on different aspect of the Ag industry such as GMO vs. Non-GMO.

The students in the Diesel department run a St. Jude fundraiser "Pancakes for Bette" annually.

They are also very active in the annual food drive during the Thanksgiving dinner.

Participate in partnerships with both local workforce area #14 and #15 in an effort to strengthen our community workforce.

Brad O'Brien and Chad Murphy both participate in meetings and workforce initiatives with both workforce areas. Many of our CTE faculty work with the workforce partners in efforts to secure funding for students to participate in our programs.

Brad provided the following Community Outreach update:

Student Success – Objective 1: Expand engagement strategies to promote academic goal attainment.

Find ways to engage students who cannot attend face-to-face programs due to schedule conflicts or health concerns.

Trying out two new instructors for Live Virtual classes. 2023.

We are offering monthly technology classes online. These classes are taught by Andrea and include video lessons so it's much more engaging for our students. 2022 & 2023.

Some of our crafty classes offer the option of signing up to attend with a "take home" kit with directions. 2022 & 2023.

We have been utilizing the conference room in Canton at MidAmerica National Bank. Any classes held at this facility has a virtual option as well. 2022 & 2023.

Offered a Virtual Student Success Conference. 2022

Ed2Go online classes are still being promoted. 2021-2023.

Objective 2: Streamline existing pathways, and identify new transfer and career pathways, to help students achieve their career goals.

Find programs to gauge interest in career pathways through Community Outreach (Andrea/Velvet)

Offered New Cannabis Education Program. 2022 & 2023.

Offered New City Management Certificate Program. 2022.

Offering New Marketing classes. 2023.

Outsource instructors in order to offer programs we do not offer (Andrea/Velvet)

Utilizing "ONEFIRE" to offer new online marketing series. 2023.

Stephanie is partnering with the Havana Chamber on a project to offer Customer Service and a Sidewalk Marketing classes. 2023.

Partnering with SRC CDL program and offering ELDT Hazmat Training. 2022 & 2023.

We are currently evaluating our Real Estate Continuing Education program. During Covid many of our locals have moved to doing their training online! Doing face to face might no longer be affordable for us. Looking into partnership opportunities with PAAR.

Used instructor from Joliet Junior College to teach electrical training for City of Canton employees. 2021.

Objective 3: Identify and work to eliminate barriers to student success.

Explore ways to assist with financial barriers (Erin/Velvet)

New Vogel Cannabis Scholarship. 2022 & 2023.

Funding from PATH assisting with Pharmacy Tech Students. 2023.

We have 1-2 students each year who utilize WIA funding to attend our online Medical Billing and Coding program. 2021-2023.

Teaching and Learning – Objective 1: Improve course success and program completion for all students.

Review our course evaluation process (Velvet)

Plan to do this in 2023.

Objective 2: Ensure the availability of high-quality, relevant programs that support student academic achievement and personal development.

Maintain a more consistent schedule of class opportunities (Velvet)

A mailed schedule was sent Fall 2022. This has not been done for many years. We received very positive feedback on bringing this back. Planning to do Fall 2023 as well.

When scheduling classes we make sure to provide a mix of classes that benefit all the categories we are serving (Adults, Business Professionals, and Youth).

Typically, youth classes are only offered in the summer. We are now offering a few classes each term. 2022 & 2023.

Student Success – Objective 3: Identify and work to eliminate barriers to student success.

Assist Rushville-Industry High School with dual credit CNA program

Dual Credit CNA is back at Rushville. 2023.

Supporting Employees – Objective 1: Foster a positive culture for innovation, research, continual learning, and professional development for all employees.

Assist SRC Employees by providing and sharing information about professional development opportunities (Velvet)

Emails are being sent 1-2 times per month with a full listing of outreach classes.

Velvet presented to Supervisors on 4/29/21.

Objective 3: Facilitate open and productive communication with all employees of the college.

Survey employees to gauge interest in teaching for Community Outreach (Velvet)

A “Teach for Us” message is included in all our Constant Contact emails.

We still need to send an official survey out.

Operating Excellence and Accountability - Objective 1: Provide ongoing financial stability.

Evaluate contract training pricing

A spreadsheet has been drafted to assist with this.

Operating Excellence and Accountability – Objective 2: Seek external funding opportunities.

Look for additional test proctoring services that assist our students and utilize our facilities (Erin)

INACE test proctoring began August 2021.

In 2021 we became an approved provider of CE Nursing Professional Development.

Strengthening Communities – Objective 1: Improve educational attainment within the Spoon River College district.

Provide volunteer experiences for students (all outreach staff)

Have utilized student ambassadors at CO Events.

Trio students have assisted with our Adopt a classroom visits.

Objective 2: Enhance cultural and lifelong learning opportunities for all.

Expand popular programs (Andrea)

Stephanie partnered with the Havana Schools and offered a summer youth program on site to summer school kids. 2021 & 2022.

Popular instructors: Additional programs with Michael Maher, Kevin Stephenson, and Christine Wright offered. 2021-2023.

Brought back Woodworking in Rushville. Filled Spring 2023 class.

Lifelong Learning Conferences were brought back in 2022.

Explore trending topics (all outreach staff)

Addition of Cannabis education program.

Staff attends ICCT and WeTrain meetings where course topics are frequently discussed.

We are always asked for cooking classes. Stephanie has started a partnership in Havana with Gisela's Haus. 2022 & 2023.

Objective 3: Serve the community by sharing our expertise and volunteerism.

Continue service to local boards and businesses (all outreach staff)

Erin: United Way Board

Stephanie: Havana Chamber, Havana Library, City of Havana TIF Joint Review Board & Standing Committee, Havana Business Group, Early Childhood Council, Mason County Coordinating Council

Andrea: Parlin-Ingersoll Library, Kiwanis, Rotary

Janet: Rushville Interagency Committee, Rushville Chamber of Commerce

Lily: Macomb Adopt a Classroom Program

ALL Staff: We all belong to personal organizations in our communities as well. We have all answered questions and promoted SRC at these.

Look for NEW opportunities to represent SRC in our communities (all outreach staff)

Lily serving on committee to plan McDonough County Job fair. 2023.

Partnered with WIU to offer Data analytics. Broadband Ready grant. 2022.

Lily coordinated sponsorship for the MDH Festival of Trees event. 2022.

Stephanie & Brad represented SRC at the Illini Central Career Fair. 2022.

Janet participated in the Schuyler County Interagency Resource Fair. 2022.

Family Reading Night was held at the Havana Center. 2022.

Stephanie & Janet attend recruitment visits and FAFSA completion events at local High Schools. 2021 & 2022.

Janet and Stephanie participated in SRC events at local businesses. These were events offering free items if people stopped in to talk to them (Free coffee...Free Taco). 2022.

Erin participated in the McDonough County Housing Authority's Health Fairs. 2021 & 2022.

SRC participated in Macomb Block Party. 2021 & 2022.

Erin taught programs for BBBS. 2021 & 2022.

Sponsor for Health Kids Running Program in Havana. 2021 & 2022.

Stephanie participates in Downtown Trick or Treat event. 2021 & 2022.

Janet participated in Vermont Public Library “Go Back to School” event. 2021.

Adult Education Update – Brad O'Brien presented the following update:

Student Success - Objective 1: Expand engagement strategies to promote academic goal attainment.

Explore various remote learning/online options to provide quality, measurable, trackable educational strategies that keep students engaged. (Chad Murphy)

A synchronous class was started in FY2022 and has shown some moderate success. We continue to offer in-person and totally remote classes.

Objective 2: Streamline existing pathways, and identify new transfer and career pathways, to help students achieve their career goals.

Implement new Career Pathways Bridge course that offers contextualized instruction, career development, and transition services. (Melissa Koke)

Develop and submit for ICCB approval, at least one, Integrated Career & Academic Preparation System (ICAPS) program. Through ICAPS programs students work to complete their high school equivalency and are co-enrolled in credit CTE courses/certificates through an integrated instructional model. (Chad Murphy)

A new Bridge class was approved and started in the FY2022 year. The Career Pathway Bridge Program will introduce students to a variety of career fields that will lead to sustainable employment or post-secondary training. The goal is to combine adult education academics with the skills needed in the workplace through contextualized instruction. The instruction includes a combination of identified workplace competencies, career exploration, and basic skills presented in an occupational context. An ICAPS program in Certified Nursing Assistance was submitted and approved in the fall of 2022. The first class will be implemented in the Spring of 2023.

Objective 3: Identify and work to eliminate barriers to student success.

As a part of the enrollment process, program advisors discuss with students potential barriers to the student's success. If remedies currently exist, students are made aware of them. In the case that advisors learn of new barriers, program staff explore ways to address those barriers. (Melissa Koke/Janet Young)

Program Advisors, as a part of meetings with students, discuss barriers and potential solutions. It is a part of the "intrusive advising" process.

Teaching and Learning – Objective 1: Improve course success and program completion for all students.

As a part of the student orientation process, program advisors will now spend time covering, in more detail, the importance of TABE (pre and post-test instrument) and the process of the examination. The goal is to have students view the TABE as an assessment tool rather than an exam to be passed or failed. (Melissa Koke/Janet Young)

Advisors do spend time with students explaining the purpose of the CASAS Goals Assessment. The CASAS Goals Assessment was implemented in the Fall of 202 and has proved a quicker and better accepted assessment by students.

Staff will continue to purchase high quality, evidence-based resource material to be utilized within the classroom. (Chad Murphy)

Each spring staff review current resource materials and researches new materials for purchase.

Instructional staff are also consulted about their thoughts for resource needs.

Program staff will continue to meet with instructional staff with a focus on professional development related to remote learning. (Chad Murphy)

Program advisors have met with instructional staff to outline a professional development plan based on suggested courses offered by ICCB.

Objective 2: Ensure the availability of high-quality, relevant programs that support student academic achievement and personal development.

Develop and submit, at least one, Integrated Career & Academic Preparation System (ICAPS) program. Through ICAPS programs students work to complete their high school equivalency and are co-enrolled in credit CTE courses/certificate programs through an integrated instructional model. (Chad Murphy)

An ICAPS program in Certified Nursing Assistance was submitted and approved in the fall of 2022.

The first class will be implemented in the Spring of 2023.

Supporting Employees – Objective 2: Promote Spoon River College as an employer of choice through marketing efforts, initiatives that promote diversity and inclusion, as well as opportunities for growth.

Continue to provide opportunities for program staff and instructional staff to attend professional development conferences. With the addition of web-based conferences, the opportunities can be expanded to more individuals. (Chad Murphy)

Since the pandemic, many ICCB has expanded their web-based professional development offerings. All instructional staff are required to obtain 12 hours of professional development. Full-time staff are offered time to attend web-based or in-person professional development offerings.

Transfer Education and Academic Support – Holly Norton presented the following updates:

Student Success – Objective 1: Expand engagement strategies to promote academic goal attainment.

Develop a committee to research and develop a First Year Experience Course

Committee was developed Fall 2022

HUM290 Pilot is being offered for the first time this Spring in Canton

Jamie Kotewa is the instructor

Pilot in the Spring 23 with full roll-out in Fall 23

Objective 2: Streamline existing pathways and identify new transfer and career pathways to help students achieve their career goals.

Implement a 5-Year concentration evaluation plan

Implemented in 2021-2022.

1st Year Results:

5 concentrations were reviewed and updated

1 concentration was transformed into another concentration

1 new concentration was added

Work continues in 2022-2023 – 2nd year of the 5-year plan

Objective 3: Identify and work to eliminate barriers to student success

Research and implement methods to increase the number of faculty who utilize the student referral process to help promote retention.

Fall 2022 - LRC staff coordinated with TRIO to create a communication plan for sending out faculty reminders

Implementation of Trak Cloud has made the process more streamlined for all.

Research and implement long-term program to ensure every student has access to a laptop, tablet or other equipment needed to succeed.

PC for People Event

Continue with the SRC Laptop Lending Program

Teaching and Learning – Objective 1: Improve course success and program completion for all students.

Analyze completion, grades, and withdraw rates impacted by alternate delivery modes in order to improve retention and success.

Fall 2022 - Lucas Buchen collected data and it's in the process of being analyzed with additional data projects to come. Meetings with Division Chairs and various faculty have begun.

Update institutional timeline for making all digital information and course materials accessible.

January 2023 - Complete: The Accessibility Committee developed a timeline to fit SRC's structure and resources.

Large gains made include: New Website and Simple Syllabus.

Objective 2: Ensure the availability of high-quality relevant program that support student academic achievement and personal development.

Implement new course review process and possible SRC Course template for more consistent use of Canvas:

Currently piloting a course evaluation rubric for new faculty members building a course for the first time. Director of Academic Support provide feedback based on the detailed rubric.

Implement "Summer Innovation Series" for focused professional development:

A self-paced online course in Canvas for faculty over was developed and accompanied by live sessions for discussion and answering questions.

Information Technology Update – Raj Siddaraju presented the following updates:

Operating Excellence and Accountability – Objective 3: Maximize fiscal resources, physical resources, and facilities while balancing the needs of employees, students, and key stakeholders.

Administrative System (CX) Update

Sunsetting CX end of 2024.

Next 2-3 year support.

No enhancement update.

Security patches.

Year End tax update.

Raj said that the student information system, CX, was implemented in 2005/2006, and our current system is being sunset, and we will be moving to a new system.

Mr. Maguire asked about the ballpark capital outlay for the change. Raj said Jenzabar was \$1.2 million, and he expects the change could be a little less. President Oldfield said this will be reviewed later in the Bond review,

so the hope is this process would be started in the Fall of 2024, and by then, all of that bonding capacity would be available from other projects. Funds could be available in 2025 for fiscal year 2026.

J1 (Jenzabar one) Upgrade Plan
Phase I preliminary assessment.

Improved functionality.

Phase II Technical assessment.

Software As a Service (SAAS)
Database.

Phase III demo.

IT and the Cabinet
College wide

Security and Business Community Internal security assessment

Microsoft AD lockdown

Password reset current and suggested

Password length current and suggested

Quarterly security tests

Recent Phishing prone trend

Backups – Every day, Weekly, Monthly, Quarterly

Validity- logs validate every day

Recovery Test – biannual recovery test

Cold Backup – Isolated from the network

Offsite/Remote Backup – Weekly full backup to Macomb Campus

Dave Maguire said in the last three years we have probably doubled our IT support for faculty and classes. President Oldfield said not in staff but certainly in the amount of requests for support. The IT staff support during COVID was phenomenal, and we learned a lot from that. Now it is more of a prevention issue.

LUNCH

Academics Update (CTE and Transfer)

- Academic Programs updates, in process and planned

Brad O'Brien presented the following Career and Workforce Education Update report:

New Programs:

HVAC Program

- Currently in development
- Working closely with Arnold Brothers Heating and Cooling on development.
- Plan is for a 36 credit hour certificate to be housed on the new Macomb campus. Completed in 2-3 semesters.
- Plan to take program through governance in February
- Plan to present entire program to the Board of trustees at the March meeting. Send to ICCB following board approval
- This program will consist of an internship/apprenticeship piece in the last semester.
- A unique feature will consist of a ride-a-long component in the first course to familiarize students with the trade.

Robotics (Advanced Manufacturing)

- Jobs that don't exist yet.
- Without a doubt that some of those jobs will be in the robotics sector. Either operating robotic machines or monitoring them.
- We want to develop this program to reflect what students are going to see in the future as well as the basics around it.
- Working with Ed Shannon from Aidex Educational Systems. Will also be pulling regional employers into conversations soon.

- Their mission is to provide educational technologies for tomorrow's workforce.
- We are most interested in partnering with FANUC which is a company provides industry relevant training and competency-based skills development across CNC and robotics lines.
- A benefit of working with companies like Aidex and FANUC is that their curriculum is taught using simulators which helps overcome the challenge of having to purchase actual CNC machines and robots. The students can learn the basic skills and then be trained at the place of their internship on the specifics of a particular machine.
- The timeframe for this program being completed is currently Fall 2024 as we begin operating in the new building. So the program and curriculum will be going through governance fall 23/spring 24 and come to the board in the spring of 24 for approval.

Additional New Programs Being Planned/Researched

- Advanced Medical Coding Certificate in process
- Pharmacy Technician developed as a credit program
- Enhancement of Cyber Security

Beginning Research:

- Green initiatives as demand indicates
- Paralegal
- 3D/Animation curriculum

Summer Nursing Success Course – Brad provided the Board with an update on the new Summer Nursing Success Course. Brad said that we had a situation the last few years with our less than desirable nursing student attrition. We developed and added this course which was taught by Andrea White. The course consisted of a number of strategies and how to deal with personal barriers. In the meantime, our nursing director resigned, and we brought on a new director who had been a previous nursing faculty. With the class and the new director, we started the year with 27 first year students and we have 24 returning in January. Three left as opposed to failing. Last year we started with 29 and had 11 return for spring. We are very happy with the outcomes from the new success course as well as our new director.

Short Term Certificates and Micro-Credentials – Brad also presented information to the Trustees and explained that micro credentials is a newer term. These are also known as digital badges. They help identify and hire skilled workers, and are an alternative to traditional certificates and degrees. We do have several opportunities for Micro-Credentials at SRC. We will be working to continue to identify opportunities and work to offer those.

Ms. Butler asked if the micro credentials can be courses that employers are willing to pay for. Brad said yes. so. In fact, we may be advertising on our career credit page as well. Mrs. Butler said part of our job is to work with employers to tailor those needs. Brad said absolutely. President Oldfield said as employers talk more about hiring for philosophy more than talent, this will be a nice solution. Mr. Schleich asked if we have developed the next steps. President Oldfield said we are in that phase now developing those opportunities. We need to sell the solution to those employer needs. Brad said he has identified our weaknesses and opportunities. Kent said there are inhouse people to take care of this. President Oldfield said yes. Mr. Schleich asked about the timeline. President Oldfield said by this time next year we will be out there selling.

Holly Norton presented the following Transfer Update report:

- First Year Experience Course:
 - HUM290 Pilot is being offered for the first time this Spring in Canton
 - Jamie Kotewa is the instructor
 - Pilot in the Spring '23 with full roll-out in Fall '23
- Developmental Education Reform Act (DERA):
 - Math – Developing a plan to implement two pathway-specific co-requisite models:
 - Quantitative/Statistical: MAT099 (1 CH) plus MAT132 – 2 sections in Canton
- Early Childhood Education Consortium Act:
 - Develop a two-certificate pathway that leads to an AAS which meets the requirements of Level 2-4 of the Gateway Credentials

- New courses have been approved through College Senate
- Next step - Hire an FT Grant-funded ECE Coordinator
- Education – Work with WIU continues
 - ED260 (Intro to Physical Education for Elem Teachers) – new course
 - MAT105/205 – WIU will making updates
- College Bridge Program Grant
 - To assist with transitioning into college and reduce academic burdens. Awarded \$220,000 for AY22-23
 - Dual-credit scholarships – offered tuition/fee free courses throughout the district
 - Extremely popular, increase in DC enrollment across the district
 - Fall 2022 – 15.6% headcount, 17.4% credit hours (10th day)
 - Spring 2023 – 35.4% headcount, 44.4% credit hours (as of 1/20/23)
- Simple Syllabus – Syllabus Management System
 - Full Implementation in Spring '23
 - Very well received with a majority of faculty
- AY22-23 Concentration Reviews (2nd year of a 5 year plan)
 - Communication
 - Psychology
 - Social Work
 - Sociology
 - Physical Education
 - Pre-Exercise Science
 - Computer Science – possible new concentration
 - Religion – possible new concentration

Mrs. Butler asked about developmental education and if the success coaches are very proactive in dealing with them daily and weekly. Holly said that particularly the dev ed students who nee our Hawks system and we are contacting them ahead of time. We can make sure they have what they need prior to the start of classes.

President Oldfield said SIU is really taking the lead with the Saluki Salute where basically students are dual advised from the beginning. Students meet with both advisors at the same time so changes are recognized to work and increases the student's likelihood to succeed. We need to strive to find more of those types of opportunities where students can be dual admitted, etc.

Student Services Update

Missy Wilkinson presented the following report:

• Spring Enrollment (Recruitment and Retention)

Missy presented the full and part-time credit hours for Spring 2023 as of January 24, 2023. Mrs. Butler asked about the full time decrease and if that is the majority of non-traditional students or traditional students who go part-time. Miss said 18-21 continues to be the largest group but has the largest decline in full tie enrollment.

Fall to Spring Retention 82.78%. Missy said once we get the students, they are staying – and that includes high school dual credit. We did filter out students who graduated. We are very pleased with this retention. Our transfer students continue to perform over the university native students, and we are very proud of that. Mr. Schleich asked about the difference in that percentage. Are those students dropping out. Missy said some, but we also have some who are needing to take a pause and do return. Mr. Murphy said some of those could be moving on to transfer. Missy said yes.

IPEDS Data

FT Retention	69%	62%*
PT Retention	79%	39%*
Graduation	42%	42%*

*Comparison Group Median (Sandburg, John Wood, Shawnee, Southeastern)

Mental Health Services – Missy presented the following on Mental Health Services for Students:

Raise Mental Health Awareness

- National Suicide Prevention Lifeline (988) added to ID cards
- Dedicated session during new student orientations
- Website page mental health resources
- Messages related to mental health resources during high stress periods
- Reviewing online platforms

Student Equity Plan – Missy presented the following new requirements:

- Increase access, retention, completion, and student loan repayment rates of minorities, rural students, adult students, women, and individuals with disabilities
- Data gathering:
 - Graduation rate comparisons
 - SRC grads by race/ethnicity
 - FT retention rate data w/IPEDS comparisons institutions
 - Retention internally by race and ethnicity
 - Degrees awarded by race and ethnicity
 - Courses and DFW rates
 - Community College Survey of Student Engagement (CCSSE) data

Benefits Navigator

- Help students apply for and receive assistance from benefits programs

Homeless Liaison

- Offer assistance and resources to any homeless student

Finance

- FY 23 Budget - Sarah Gray presented an overall financial review. She showed that State delinquencies aren't a current issue. Our revenue and expense comparison was explained, and we are in line with this time last year. Sarah reviewed the revenue details as well as the expense details. She also reviewed the Operating Funds Balance Sheet and Investments as of December 31, 2022.
- FY 23 Budget – Sarah Gray reviewed the FY 23 budget and reports that are presented to the Trustees each month. Sarah also explained that on a monthly basis the summary by department is reviewed. Budget managers are also able to review budgets regularly.
- Bond Review – Sarah presented and reviewed the Bond Schedule as of January 1, 2023. Our legal debt margin as of this date is right at \$1 million. That number will grow as we continue to pay off the outstanding bonds. In the 2025 timeframe, we will begin to see some additional increases in the legal debt margin.
- Tuition and Fees – Sarah presented the current area in-district and online tuition rates from Carl Sandburg College, John Wood College, and SRC. She reported that at the January 12 CFO meeting the general communication was flat or nominal tuition increases. She then presented a first pass assumption for the budget, which would result in a \$340,000 shortfall. Indications say that the Personal Property Replacement Tax will continue, but we do not know that for sure. Sarah then reviewed fees and what options there could be with fees, some of which have not been adjusted since 2010. She reviewed the proposed fee increases for the Comprehensive Fee, Science Fee, Career and Technical Fee, Development Ed Fee, Truck Driving, 4 week course, Truck Driving, 15 week course, and Truck Driving Refresher. Sarah then took those possibilities for fee increases which would still result in a \$100,000 shortfall. Sarah presented FY24 Budget Assumptions for Online and Fee Increases which would result in a \$11,000 shortfall. This would reflect a \$10 increase in online tuition to maintain the gap between face to face and online courses. Sarah reviewed proposed tuition rates and presented examples based on student enrollments. Additionally, Sarah presented an enrollment increase with no fee increase, that would result in a \$190,000 shortfall. If we had the increase in credit hours and the fee increases, that would result in a \$150,000

surplus. Sarah asked the Board would like to see other options. A discussion followed about tuition and fees.

- Business Enterprise Program (BEP) - Sarah presented the BEP report and said our number is zero. She also reviewed the categories of contractual services, general materials and supplies, fixed charges, and capital outlay. We currently have an RFP out for audit services. She will bring the auditor vendor to the Board for approval in June. Sarah said there are also several categories under BEP that are exempt. She reviewed those exemptions with the Trustees. Finally, she reviewed the Good Faith Efforts. Mrs. Butler said geography comes in to play as well because of the lack of vendor availability in our district. President Oldfield said he anticipates that this will become a requirement, and he has asked Sarah to get us ready for that change. Sarah said that we can certainly make the case for our efforts in defense of our report being at zero. We can demonstrate our efforts in case there are new requirements.

President Oldfield said that when contracts are awarded in the future, we will have to reach farther than just the SRC district in order to meet the BEP requirements.

- Federal COVID Funds Review and Usage – Sarah Gray presented the Report and explained that we have fully expended all of the funds and reports are reconciled and being filed.

Facilities and Operations

- Security/Active Shooter Training – President Oldfield said that this is one of the issues that he and Mike Strauman have discussed. We will be looking at security issues. President Oldfield is also on a school state-wide safety committee, and he has gained a lot of information. He anticipates a lot of new requirement for higher education coming down the line. We are working towards a solid plan and responses. We will then work on the Active Shooter training and response. Planning, training, communication, and protection are crucial.
- Macomb facilities design – President Oldfield reported to the Board that CDB wants to meet next week to review drawings and designs. That will be scheduled. That discussion will basically be answering questions for CDB after their review. We will also have discussions regarding estimates and the possibility of CDB contributing more. We are right on schedule with what is planned. Assuming we stay on the timeline, bid documents will be prepared with a bid opening in May and awards the beginning of July with construction starting in August or September of this year. Mr. Biernbaum said it is indoor work, so that should help as well.

President Oldfield said he met with an appraiser at the Macomb Campus. They are hoping to have an appraisal amount for us by the end of the month. At the February Board Meeting, the Board may need to make a decision on how to proceed. We have three parties expressing interest in the facility.

- Current Facilities Projects – President Oldfield reviewed the list of projects that was presented to the Board at the July 2022 Retreat. President Oldfield will work with Mike Strauman to update the projects, and that updated list will be presented to the Trustees at the July Retreat.

Board Policy/Procedure Review and Planning

- Board policies – review and recommendations for updates – President Oldfield said Julie has reviewed the Board Policies and there are no recommendations for update. Mrs. Butler asked about new policies that do apply to SRC. Andrea said she has those, and the Bereavement Leave has been added to College Policy and there are a couple of additional ones forthcoming.
- Title IX Updates - Missy reported that there could be new regulations in May. President Oldfield said this would potentially be presented for Board Policy update in July.
- Closed Session Minutes – The Closed Session Minutes Review Committee meet this morning, and there will be recommendations at the February Board Meeting.

Other Topics

- Update on Higher Learning Commission report due 11/23. – Holly Norton reported that we are making plans for a report due in November of this year regarding our assessment activities. We are working on collecting the assessment reports and analyze that information. We will meet the filing obligation. We will be preparing for a mid-cycle review in 2025, which will be all electronic.
- Macomb Heritage Days 2023 theme will be celebrating Higher Education – President Oldfield said that the early June event has adopted the theme of Higher Education and has asked SRC and WIU to partner. Velvet has been involved in the planning, and we anticipate the request for tours and also document displays.
- **CLOSED SESSION:** In accordance with the Illinois Open Meetings Act, Section 102/2 (c), the Board of Trustees will adjourn to Closed Session for the purpose(s) of (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; (2) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

President Oldfield said there would not be a Closed Session.

Mr. Maguire asked about detailed information on the insurance coverages. Sarah Gray said she has that information and that can be provided to the Trustees.

The Board Retreat concluded at 4:04 p.m.

Mr. Jerry Cremer, Chair

Date

Mr. Phillip Murphy, Secretary