

**MINUTES OF THE RETREAT**  
**OF THE**  
**BOARD OF TRUSTEES OF SPOON RIVER COLLEGE**

**Wednesday, July 26, 2023, 10 a.m. – 4 p.m.**  
**Spoon River College, Macomb Outreach Center, Rooms B and C**  
**2500 East Jackson, Macomb, Illinois**

The Retreat of the Board of Trustees of Spoon River College was held on Wednesday, July 26, 2023 at 10 a.m. at the Macomb Outreach Center, Rooms B and C, 2500 East Jackson, Macomb, Illinois.

**Members Present:**

Mr. John Biernbaum  
Mrs. Linda Butler  
Mr. Jerry Cremer  
Mr. Dave Maguire  
Mr. Phil Murphy  
Mr. Kent Schleich

**Members Absent:**

Mr. Kevin Meade  
Ms. Savannah Smith-Coulter

**Present:** Dr. Curt Oldfield, President; Holly Norton, Vice President of Educational and Student Services; Brad O'Brien, Dean, Career and Workforce Education; Colin Davis, Foundation Director; Andrea Thomson, Director, Human Resources; Ms. Sarah Gray, Chief Fiscal Officer; Mike Strauman, Chief Operations and Safety Officer; Raj Siddaraju, Chief Information Officer; Velvet Powell, Director, Community Outreach; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

President Oldfield welcomed everyone to the Retreat. He reported that last Thursday we had a visitor on campus – Felix Haynes. He was President at SRC in the late 80s and early 90s. Felix and his wife have a son who has moved to Canton. Curt showed Felix around, and Felix asked Curt to pass on regards to the Board, especially Dave and Linda, who were on the Board when Felix worked at SRC.

President Oldfield asked if there were any additions. He asked to start with Mike Strauman.

**Facilities and Operations – Mike Strauman.**

Mike said it has been six months since he started at SRC, and it has been a very busy six months. He reviewed the following with the Trustees.

- Security/Active Shooter Training
  - Macomb and Canton campuses as reunification points for area K-12 schools
  - West-Central Illinois Special Response Team campus visit
    - Canton building walk through with members of Canton Police Department as well as Fulton County Sheriff's Office. Mike plans to do the same with local officials for our facilities in Macomb, Havana, and Rushville.
  - Chief Watts, WIU OPS
    - Upcoming meeting to establish open communication between campuses regarding shared students or possible threats
  - Preventing Targeted Violence Through Leakage and Cyber Investigations
    - April
  - Campus Threat Assessment and Management
    - June
    - Team - Scott Heidemann, Brad O'Brien, Curt Oldfield, Mike Strauman, Andrea Thomson, Missy Wilkinson
  - Reunification
    - July
  - Digital Threat Assessment (upcoming)

- Plans will be reviewed and updated in August
- Due to ICCB October 1
- Safer Schools Together - scan for online threats and identify individuals on the pathway to violence, gang involvement, or criminal involvement
  - Worrisome Online Behavior Report (WOB) – sent monthly as a prevention tool. Reports are used to identify and alert officials to potentially harmful situations
  - Used to determine possible threats targeting students and staff

President Oldfield commented on Active Shooter Training and envisions a training scheduled for this fall. Mike said he has started working on scheduling a training with the Fulton County Sheriff's Office. President Oldfield also shared that Jerry Cremer shared contact information with other training options. John Biernbaum said this training should be a priority and needs to be addressed. We should be doing this and doing it on a fast track to get it done.

- Macomb Outreach Center – Mike provided the Trustees with an update on the progress on the construction. President Oldfield provided a summary of the changes that have occurred since spring.
- Modified previous drawings to meet budget



John Biernbaum expressed his concerns on cost and bidding. President Oldfield said we have been working with the architects to remove fluff in an effort to make budget. We also need cushion for extra costs.

President Oldfield and Mike Strauman reviewed the construction timeline and compared the original timeline with where we are now. The schedule shows occupancy January 1, 2025, and President Oldfield said fall occupancy (2025) with the start of classes is probably more likely. Discussion also included the MOC parking lot completion.

#### REVISED SCHEDULE TO COMPLETE THE PROJECT

SRC and CDB Discussions on Scope & Budget	38 days	May 8, 2023	June 15, 2023
C. 75% CD's Complete	69 days	June 5, 2023	August 14, 2023
CDB Review	40 days	August 15, 2023	September 24, 2023
D. 100% CD's Complete	30 days	September 25, 2023	October 25, 2023
CDB Review	40 days	October 26, 2023	December 5, 2023
E. Bid Documents Released	40 days	December 6, 2023	January 15, 2024
Bids Received	68 days	January 16, 2024	March 24, 2024
Construction	250 days	March 25, 2024	November 30, 2024
Client Occupancy		January 1, 2025	Potential Equipment Delivery Issues

- Current Facilities Projects – Mike presented and reviewed the following projects:

#### OS Ticket

- 579 work order tickets submitted since February
- All but 35 have been closed
- Between 2019 and 2023 we averaged 300 work orders per year

#### HVAC - Canton

- Moved all automation to single server – allows for full rebuild of UI and system logic

- Currently no minimum run times (hard on compressors, caused premature failure of 2 of 3 boilers)
- Allows for temperature setbacks to reduce operating costs

#### Macomb

- New boiler installed in spring
- 2<sup>nd</sup> boiler slated for installation next month
- Replaced compressor, cleaned coils, fixed leaks in coils on existing A/C
- 200+ filters changed in fan coil units

#### Lift Station

- Project started 6.5 years ago but not completed
  - New sewage pit and pumps were installed but were never connected
  - Running on one, undersized pump
  - Risk of sewage backing up into the basement
- Steps taken this spring
  - Serviced the pump
  - Removed approximately 3,500 gallons of sludge from the pit which had accumulated over the years
  - Installed new manhole with valve for future serviceability of pumps
  - SRC main sewer and Villas are now connected and pumps operating as they should
  - Preliminary grading completed
- Upcoming
  - Pouring foundations
  - Constructing pump house
  - Final grading
  - Batting cages at baseball and softball fields
  - Dugout roofs and concession stand
  - Greenhouse for agriculture department
  - MOC parking lot improvements
  - Roof repairs of Engle and Taylor
  - VOTECH renovation
  - Macomb East renovation
  - Café and patio upgrades – The Coffee Shop has been moved to the Cafeteria to help with staffing issues. Patio upgrades are also planned.

Dave Maguire thanked Mike for a very comprehensive report. Linda said she is impressed and thanked Mike for the information. Dave thanked Mike for correcting all of the issue and is glad he is onboard. President Oldfield also stressed Mike's attention to preventive issues as well. Linda asked about a coffee house and if we have the ability to lease out space in Canton. President Oldfield said the future build out in Macomb could be an option to partner and lease space. John Biernbaum said coffee profits are rare. Sarah Gray and Mike Strauman said it has been successful in Canton, especially with the move to the Cafeteria.

Jerry Cremer asked about the boilers and if they could all be done at the same time. Mike said yes, but he is working with time considerations and is very confident with the HVAC person and feels we are being treated very fairly.

Mike said he could not have gotten this far without his great mentor, Brad O'Brien!

#### **Organizational Updates**

- Foundation update – Colin Davis provided the following update:

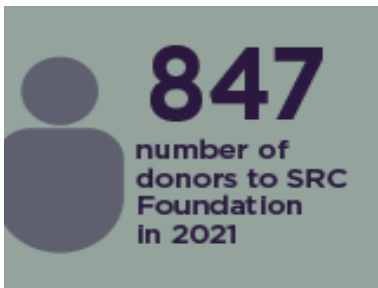
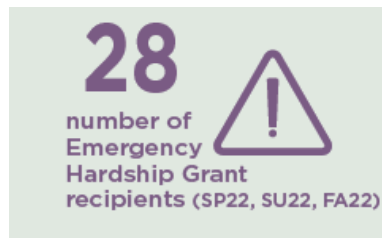
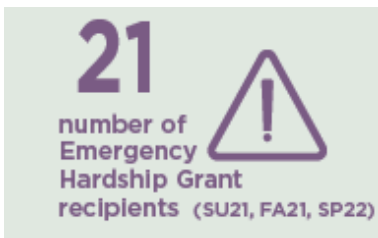
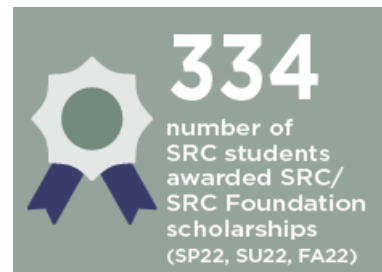
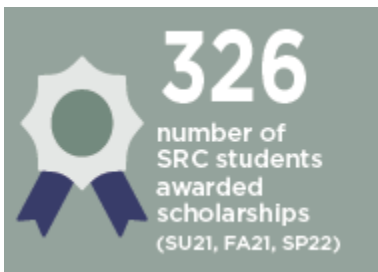
##### July Meeting Recap

- Revenue: \$21,981.52
- New members
- Finalized Committee Assignments
- Procedural vote relating to a new endowed scholarship
- Lu Fest results – raised \$53,079 for the scholarship
- Fall Dual Credit Scholarships – 45 students receiving scholarships based on the number of classes they are taking and also household income.

- Update on Golf Outing
- Compeer Check Presentation
- SRC Community Chorus Productions
- Current appeal mailed late May
  - 84 gifts/\$21,485 vs 72/\$18,760
  - Continued strong increases with each of our appeals
- Next appeal already in progress
- Annual Report

Colin provided the following report:

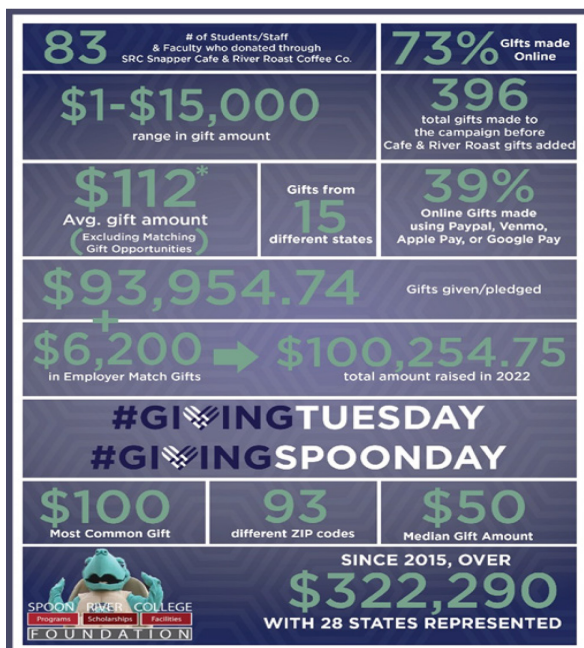
To start with, I thought I'd take a quick snapshot back to #GivingSPOONday and point out a couple of key statistics even beyond the results that you already know about – 73% of the gifts for #GivingSPOONday were made online, and of those gifts, 39% were made via digital wallet. These digital wallet gifts are something that we weren't able to do until about 4 months ago when we went live with our new GiveCampus form, which we heard a lot of good comments about. This 39% number was higher than I even imagined, though, so it speaks to the need to provide prospective donors with as little work as possible to make a gift. Finally, a reminder that this event started in 2015 with a goal of \$5,000 (we raised \$8,200) after I attended a session at the conference. Obviously, it's taken hundreds of people to help turn it into what it is now, with special thanks to former Student Trustee and current Foundation Board member Brendon Bauman, but it's a testament to the importance of professional development and the ability to exchange ideas with those who do things well in your field.

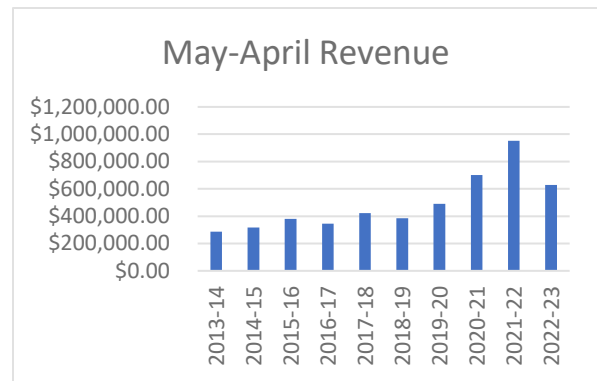
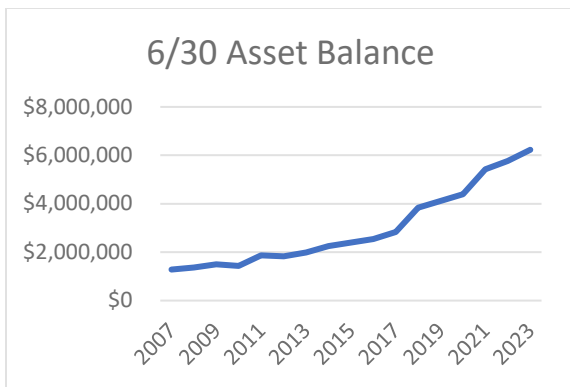




#### A Few 2022-23 Highlights

- CDs – restructuring and also purchasing new.
- Impact Report
- #GivingSPOONday
- Scholarships
- Hardship Grants
- Trees – lining the entrance to the Canton Campus.





Phillip Murphy also noted that Colin has been working hard on securing more unrestricted funds.

#### US Philanthropy Trends:

- 2020-21 were high water marks for non-profits
- 2022: One of most significant drops in total giving in decades
  - Equity performance and charitable giving correlated
  - Inflationary impacts
  - Community Colleges
- 2023: Economic uncertainty, market volatility → How do we buck the trend?

#### People Give to People

- Personal Touch
  - Less “cookie-cutter” acknowledgment letters
  - More upbeat automatic email
  - Welcome Kits
  - Board/Staff contacts
  - Personal stories

#### Donors Give to Organizations They Trust

- Electronic filing of 990s now mandatory, but we don’t want to stop there:
- Impact Report
- Annual Report
- Reports back online – when we can find ways to make it accessible
- Eventually, more public releases/postings

#### Areas of Growth in Philanthropy

- Giving by Foundations
- Bequests
- Donor Advised Funds
- Corporate Giving

#### Macomb Naming Rights Opportunities

- Next set of renderings
- Costs/Goals
- List of prospects, matched to room opportunities that make sense
- Analyzing Naming Rights Policy
- Individualized plans and communications for each prospect

#### On the Radar/What’s Coming Up?

- Graham Scholarship & Operation Generosity Scholarship
- Annual Campaign: Production of next appeal for late August drop
- Compeer Check Presentation – Aug. 1
- Employee Campaign
- Tom Zaborac Memorial Golf Outing – Sept. 9
- Helping Hands Resale Shoppe Week – Sept. 12-16
- 2024-25 Scholarships -- October

- Alumni Awards Reception – Nov. 4
- Year-End Appeal – mid November
- #GivingSPOONday – Nov. 28
- SRC Community Chorus Winter Concert – Dec. 2-3
- Consider re-engagement with Rescigno's and GiveCampus
- Investment evaluation
- 30<sup>th</sup> Annual Golf Outing – this Friday

President Oldfield thanked Colin for his report. Kent Schleich asked about the COMPEER gift. Colin said they have made a more significant contribution/investment in community and technical colleges in their area of operations. They are increasing scholarship offerings to community colleges and awarding grants to be used to benefit Ag Departments. Kent asked if the award covers the entire cost of the green house. Brad O'Brien said the cost is around \$34,000 and will use EDA grant funds to complete the project. Colin said COPEER has indicated future support for our programs as well.

Linda Butler asked if Colin has the opportunity to work with a donor on a donor advised fund would the opportunity be to show how the funds would benefit college needs. Colin said yes, but some have very specific ideas on what to support but he can also provide other opportunities to consider.

President Oldfield said lunch the Trustees would have a working lunch and continue with reports.

- Reorganization update –

Andrea Thomson provided the Trustee with an update on organizational changes. She reviewed departments and addressed the changes in the Business Office structure. Sarah Gray said the addition of the Accountant , who will handle the majority of the Foundation work as well as other Business Office responsibilities, will allow us to focus on improvements as well. Payroll will also shift from Human Resources to the Accountant.

Andrea presented the Academic Support structure and Student Services changes.

- Strategic Plan (updates)
  - HR – Andrea presented the updates (put her Strategic Plan update here)

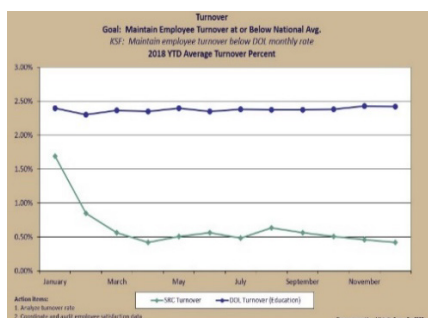
### Supporting Employees; Objective 3

The College is committed to developing a diverse, professional, knowledgeable, and high-performing workforce.

- Foster a positive culture for innovation, research, continual learning, and professional development for all employees.
- Promote Spoon River College as an employer of choice through marketing efforts, initiatives that promote diversity and inclusion, as well as opportunities for growth.
- Facilitate open and productive communication with all employee of the college.

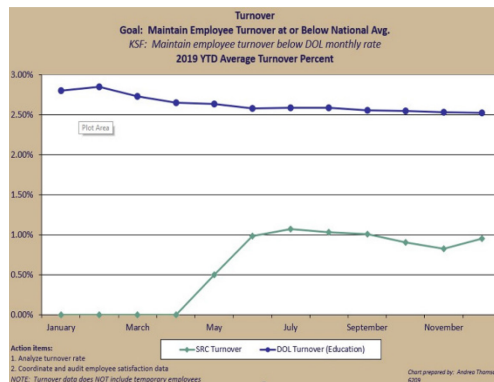
#### Employee Turnover 2018:

- Average Turnover Rate for SRC .42%.
- Average Turnover Rate for Education Industry 2.4%.
- Average # of regularly scheduled employees 118. Total average 184.
- 6 regularly scheduled employees employment terminated during 2018.



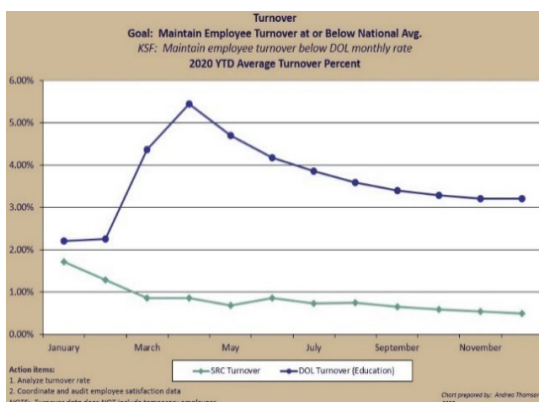
### Employee Turnover 2019:

- Average Turnover Rate for SRC .95%.
- Average Turnover Rate for Education Industry 2.5%.
- Average # of regularly scheduled employees 120. Total average 186.
- 14 regularly scheduled employees employment terminated during 2019.
- Voluntary Separation Incentives were offered in 2019. 4 of the 14 employees terminated were participants.



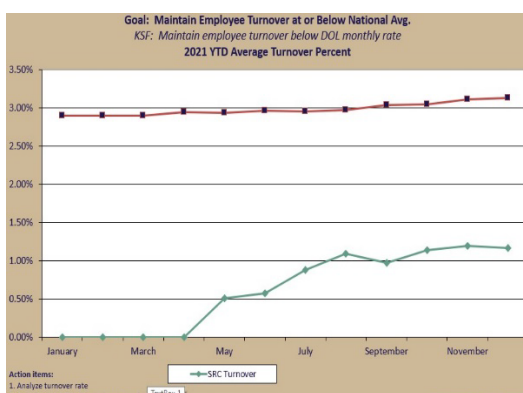
### Employee Turnover 2020:

- Average Turnover Rate for SRC .56%.
- Average Turnover Rate for Education Industry 3.2%.
- Average # of regularly scheduled employees 117. Total average 172.
- 7 regularly scheduled employees employment terminated during 2020.



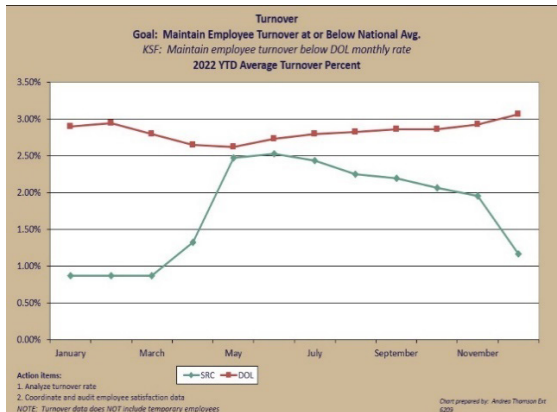
### Employee Turnover 2021:

- Average Turnover Rate for SRC 1.16%.
- Average Turnover Rate for Education Industry 3.1%.
- Average # of regularly scheduled employees 116. Total average 168.
- 15 regularly scheduled employees employment terminated during 2021.



## Employee Turnover 2022:

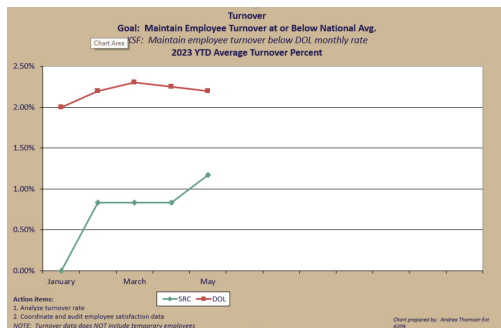
- Average Turnover Rate for SRC 1.16%.
- Average Turnover Rate for Education Industry 3.1%.
- Average # of regularly scheduled employees 112. Total average 165.
- 24 regularly scheduled employees employment terminated during 2022.



## Employee Turnover:

January-May 2023 Average Turnover Rate for SRC 1.17%.

- Average Turnover Rate for Education Industry 2.2%.
- Average # of regularly scheduled employees 119.4. Total average 188.4.
- 7 regularly scheduled employees employment terminated during 2023.



## Looking at Future Attrition:

### Retirements are a Concern

- Average Age of all Full-time SRC employees is 48 with an average of 13 years of SURS service.
- Average age of Classified Staff is 51 with an average of 11 years of SURS service.
- Average age of Professional Support is 45 with an average of 12 years of SURS service.
- Average age of Faculty is 48 with an average of 16 years of SURS service.
- Average age of Administration is 52 with an average of 19 years of SURS service.

### Other Competitors

- K-12 Schools
- Employers with Remote Work
- Other Higher Ed

### Influencing Factors

- Work Life Balance
- Higher Compensation

## Looking at Future Attrition

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#### Supporting Employees

##### Professional Development:

- Spring 2023-Student Ready Customer Service Training
  - Dale Carnegie principals of Customer Service were applied to SRC/higher education.
  - Facilitators-Kathy Onion and Steve Garland
  - 109 Employee participated.
- Fall 2023/Spring 2024-Microsoft Applications
  - Approximately 30 employees expressed an interest during their annual evaluation in additional training in Microsoft applications.
  - Andrea Barbknecht and Community Outreach employees will work with the employees to provide training.

#### Supporting Employees

##### Onboarding Experience:

- Continue to revise our robust 12 month onboarding experience.
- Reviewing ideas for branding the program.
- Looking at ways to onboard the entire family instead of just the employee.
  - Home mailings
    - Welcome packet
    - Athletic Calendar
    - Important Event Dates
    - Free family pass for athletic activities during first year of employment.
- IT – Raj Siddaraju presented the following update:

#### Operating Excellence and Accountability

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

- Jenzabar One (J1) Preparation
- New Gramm-Leach-Bliley Act (GLBA)
- Cybersecurity Update
- Hardware/Software Technology
- Jenzabar one (J1)
  - Jenzabar Annual Meeting (JAM)
    - Validating J1 selection.
    - Unify communications for student services.
    - Academic advising with collaborative relationship
    - Improved Analytics
- Gramm-Leach-Bliley Act (GLBA) Update.
  - Designate qualified individual to oversee and Implement security program.
  - Annual testing and monitoring of the safeguards.
  - Oversight of the Information System service provider.
  - Establish Incident Response Plan.
  - Provide Annual security report to the President and the Board Of Trustees.

#### Cyber Security Update

- New Elevated Security Data Backup System.
  - Data automatically Air-gapped

- Phishing prone average decrease from 7.4 to 3.6%

#### Hardware/Software Technology Update

- Desktop Computer upgrade.
  - Approximately 250 new computers.
  - Two Tier Desktop upgrades.
  - Most staff with Dual monitors.
  - Evaluating Microsoft Windows 11 upgrade.
    - Look and feel changes
    - Improved desktop security

Business Office – Sarah Gray reviewed the updates for the Strategic Plan:

#### Goal 4: Operating Excellence and Accountability

Objective	Action Plans	Action Plan Leader	Progress/Results
<b>Strategic Objective 1:</b> Provide ongoing financial sustainability.	Implement zero based budget for FY23 to allow for a budget reset to actual current needs (ie. no longer roll budgets from year to year)	Sarah Gray	Complete. FY24 budget was zero based
<b>Strategic Objective 3:</b> Maximize fiscal resources, physical resources, and facilities while balancing the needs of employees, students, and key stakeholders.	Renovate vacant space at Macomb East to allow everything to move out of Johnson Street building to new building and expand CTE educational space	Sarah Gray	Ongoing
	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	Sarah Gray Sara Gilpin	Instructors have decided to use Open Educational Resources (OER) materials which have no cost for students
	Add Snapper Café gift cards to online store so parents can gift cards to their student. – FA23	Sarah Gray Sara Gilpin	Complete.

Objective	Action Plans	Action Plan Leader	Progress/Results
	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	Sarah Gray Katey Davis	
	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	Sarah Gray Katey Davis	
	Review present purchasing consortium agreements and ensure we are taking advantage of all discounts. – FA23	Sarah Gray Rachel Walljasper	
	Review Accounts Payable processes to streamline where possible and implement electronic payments where feasible. FA23	Sarah Gray Tammy Smith	

Student Services – Holly presented the Student Services Strategic Plan Updates for Missy Wilkinson.

- Improve communication plan to prospective students.
  - Refinement of messaging and timing of messages.
- Expand dual credit opportunities throughout the District.
  - Canton High School Running Start-20 students for 23-24.
  - Running Start Orientation August 7
  - Cuba High School added CSC 101, SOC 100, and welding.
- Strengthen programs and services in ways that increase student retention and engagement.
  - Increased communication from advisors at key points in the semester.
  - Degree audit available for students through portal.
- Academics – Strategic Plan Academics and Academic Support - Holly presented the following updates:
  - First Year Experience Course
    - LA100 – revamped into a First Year Experience course
    - Pilot in the Spring '23 with full roll-out in Fall '23
    - Taught by FT Faculty
    - Enrollment lagging
  - Reading/Writing Center within LRC
    - Investigate including a Reading/Writing Center within the LRC's
    - Replace RDGO99 with resources to help enhance college reading skills
    - Volunteer faculty and professional/peer tutors
  - Expand Testing Center within LRC
    - Current priority – students with accommodations
    - Need for more proctoring and student flexibility

- Pearson testing capabilities on Canton Campus in partnership with Community Outreach
- Make all digital information and course materials accessible.
  - Spring 2023 Gains:
    - Accessibility Committee developed a timeline to fit SRC's structure and resources.
    - New website launched with accessible information for all
    - Implementation of Simple Syllabus with Canvas.
  - Accessibility Checker – AY23-24
    - Research and implement an added accessibility checker to be built into Canvas
    - Evaluate each course and their documents and give an accessibility score
    - Provide direction for how to fix outstanding issues
    - Student ability to download course content in a variety of formats
  - Implement "Summer Innovation Series" for focused professional development:
    - A self-paced online course in Canvas for faculty over was developed.
    - Subjects – New quizzes, Using Rubrics, Canvas Updates, Niche Academy, AI Discussion
  - New Faculty Academy:
    - Currently in development, Canvas course
    - Follows instructor throughout the first semester (need-related training)
    - Includes course evaluation rubric for building a new course
  - Summer Read Initiatives
    - Summer 22 – Becoming a Student-ready College (15 Staff and 5 Faculty)
    - Summer 23 – From Equity Talk to Equity Walk (24 Staff and 5 Faculty)

### **Academics Update (CTE and Transfer)**

- Academic Programs updates, in process and planned

Career and Workforce Education Update – Brad O'Brien presented updates on the following areas:

- Adult Education
- Community Outreach
- Career and Technical Education

**Agriculture Update** – Fall Enrollment Credit Hours:

July 2023	First Day 2022	Short of 1 <sup>st</sup> Day
189	164	+25 Hours

#### **Enrollment:**

Fall22= 7 new students (100% retention for Fall 23)

Fall23= 9 new students

#### **Engagement:**

Student Field Trips

#### **Summer Internships:**

Carthage Veterinary Services, Nutrien, Bushnell Veterinary Services, O'Hern Stock Farms, Canton Farmer's Market, Bayer Crop Science, Stufflebeam Farms, Fulton FS.

#### **Recruitment Visits:**

Lewistown High School, Havana High School, Cuba High School, Spoon River Valley High School, Macomb High School, VIT High School, Farmington High School, Farmington Livestock Show, Cuba Livestock Show, Section Ag Teacher Meetings, Rushville Career/College Fair,

#### **Coming Up:**

- 2 New courses added to curriculum: Weed Science, and Agriculture Research.
- New Greenhouse as part of the Compeer grant.
- Extending land lab behind Votech where high tunnels were previously.

- SRC will host Section 12 FFA Forestry and Speech & Quiz Bowl Contests. Rolling out articulation agreements with SIUE and Illinois College by fall.

#### **Diesel and Power Systems Technology – Fall Enrollment Credit Hours**

July 2023	First Day 2022	Short of 1 <sup>st</sup> Day
312	390	-78

#### **Enrollment:**

- Currently 23 students enrolled in the program. Last year there were 25 enrolled at this time.
- According to data from the TechForce Foundation, the declining trend of students enrolling in certified diesel programs began in 2018.
- Demand for technicians continues to outpace entrants.
- Typically, when unemployment is low, young men and women can get entry level jobs easier without formal training than when it is high.

#### **Recruiting:**

- Todd has done traditional recruiting visits in district and out of district high schools. Making contact with over 150 students.
- The Diesel department has started a YouTube channel. The idea behind this is to get videos in students hands of what actually takes place in the classroom and lab setting.
- Updating equipment and the actual building space with the EDA grant and the CEJA grant this academic year.

#### **Health Information Management -**

July 2023	First Day 2022	Short of 1 <sup>st</sup> Day
256	267	11

**Enrollment:** currently running ahead of fall 2022.

**CCMA Bootcamp:** 26 Graham employees became Certified Clinical Medical Assistants

**Examinations:** 37 Healthcare career students have taken national certification exams this year with a pass rate of 92%.

#### **New course and Certificate:**

Advanced Medical Coding Certificate will allow current medical coding students to expand their knowledge and be able to sit for the Certified in-Patient Coder (CIC) exam in addition to the Certified Professional Coder (CPC) exam.

#### **Field Trip:**

30 healthcare and nursing students visited the JUMP simulation center at OSF this past spring. This visit in part sparked a relationship and partnership with OSF and the University of Illinois.

#### **Medical Laboratory Technician**

July 2032	First Day 2022	Short of 1 <sup>st</sup> Day
84	108	24 credit hours

- 4 students graduated in May. 2 have taken and passed their national exam. The other 2 will test this summer.

- So far for this year, we have 5 first year students and 4 returning second year students with other interest for entry.
- After consulting with our accrediting agency NAACLS and other programs, we have made a curriculum change which we believe will have a positive effect on retention.

## Nursing

July 2023	First Day 2022	Short of 1 <sup>st</sup> Day
575	301	+274 credit hours

### Enrollment:

Great success in nursing recruiting and retention

First year: 34 students vs. 27 in 2022

Second year: 28 students vs. 6 in 2022

- Continuing ACEN Accreditation Visit: Spring 2025
- Curriculum update to the Fundamentals course.

Consist of all theory first and clinical experience backloaded in the last weeks.

### Nursing Orientation:

First year students= 3 days

Second year students= 2 days

Everyone together for 1 day.

### New NCLEX Blueprint:

Changes to the test began on April 1, 2023. So far, our students have reported feeling prepared due to resources provided by the college.

## Welding

- Full traditional class in Canton.
- Good enrollment in Macomb evening.
- Dual credit sections in Canton, Macomb, VIT, Rushville and Cuba this year.
- Enrollment will increase as we will see additional enrollments in the dual credit sections as counselors return in August.

## New Programs in Development

- HVAC: Plan to be housed in the new Macomb space. Offering will begin as soon as new space is available.
- Manufacturing/Robotics Technician: to be housed in new Macomb space.
- Advanced Medical Coding Certificate will begin fall 2023
- Pharmacy Technician developed as a credit and accredited program. Target to be ready for fall 2024.
- Enhancement of Cyber Security in CIS program

### Beginning Research:

- Visit to HCC EV Program Open House
- Green initiatives as demand indicates
- 3D/Animation curriculum

## CTE FY24 Grants

- **Perkins:** \$86,314.00
- **Compeer:** \$25,000.00
- **PATH:** \$242,082.00
- **Energy Transition Grant:** \$487,949.00
- **Total: \$841,345.00**

EDA: \$1,533,053.00

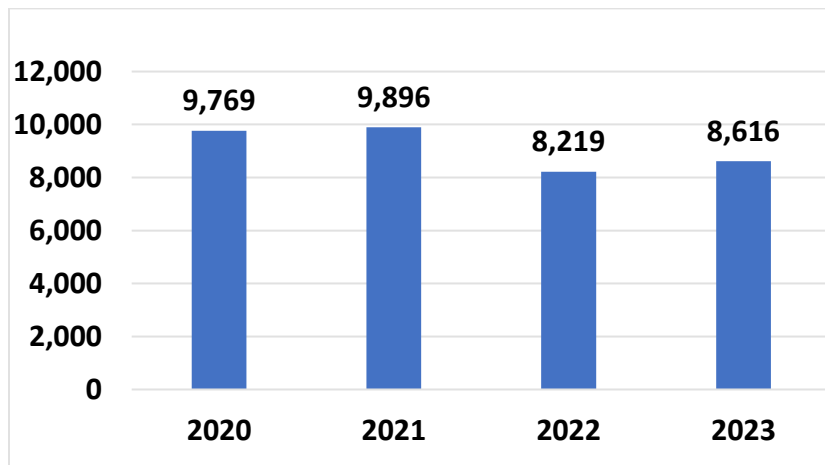
Jerry Cremer asked about the Truck Driver Training Program. Brad said we would love to find another instructor and would also like to keep the class at 12. As a part of the EDA grant, we are buying two new tractor trailers, and possibly a third. We usually have a waiting list for the current class.

Holly Norton presented the following Transfer Education report:

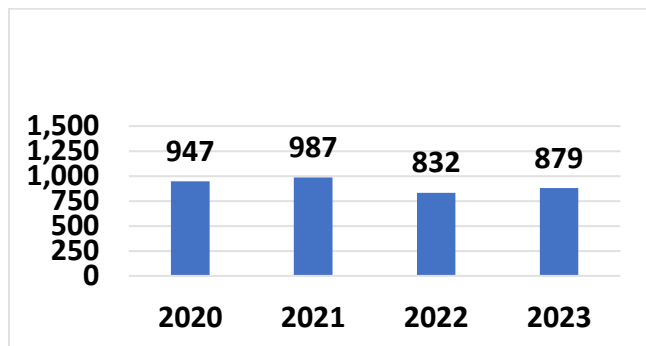
- **Early Childhood Education Consortium Act:**
  - Developed a two-certificate pathway that leads to an AAS (Transfer) which meets the requirements of Level 2-4 of the Gateway Credentials
  - ICCB Approved – Assist Teacher Basic Certification, others are pending
  - Application for Gateways Credentialing submitted - pending
  - FT Grant-funded ECE Director – starts August 7<sup>th</sup>
- **Education:**
  - Agreements with ISU and WIU – nearly complete
  - Combine all Ed concentrations into one general concentration
- **Other Agreements:**
  - SIU Saluki Step Ahead Agreement – Signing Ceremony August 2nd
  - WIU - Dedicated space on Canton and Macomb Campuses
- **ICCB Program Reviews:**
  - Recently received the feedback report from AY20-21
  - Waiting on feedback report from AY21-22
  - Compiling Program Review AY22-23
  - ICCB has developed a new Peer Review system for Program Reviews
- **AY22-23 Concentration Reviews (2nd year of 5-year plan)**

Holly Norton presented the following Student Services update:

Fall Enrollment Total Credit Hours:



Fall Total Headcount:



Holly also presented and reviewed Full-time and Part-time Headcounts and the Gender Breakdown.

Holly reported that Fall registration promotion continues:

- Contacts w/new prospective and returning students
- Ads-television, radio, print, digital
- Social Media
- Postcards throughout spring/early summer
- Fast Track Registration-apply, test, register all in one day

TV ads run on WEEK, WHOI, and WGEM for 2 weeks at a time in March, April, May, June, July, and will run in August. Print ads run consistently in Community Brief and in "Ask a Pro" in the Democrat. Radio ads consistently, each month, year round on Spoon River Media. Digital: ads on TikTok, Hulu, and retargeting (this means if someone visits our website, they are served ads on any website that has the ability to serve ads). Recent promotion of the summer College Visit Day event on social media and setting up promotion of Fast Track Registration event, which will run August 7-23.

Mental Health Services for Students

- Mental Health Early Action on Campus Act –
  - FY24 \$98,987
- TimelyCare
  - Virtual counseling offering 24/7 access to mental health professionals
- Exploring options for on staff counselor

Student Equity Plan:

- Student Equity Plan and Practices
  - Increase access, retention, completion, and student loan repayment rates of minorities, rural students, adult students, women, and individuals with disabilities
  - Plan has been drafted
  - Completion date of August 1, 2023

Benefits Navigator/Homeless Liaison - Alex Kellerman

- Help students apply for and receive assistance from benefits programs
- Offer assistance and resources to any homeless student
- Alex attended training in SP23-poverty simulation and how to better identify students in need
- Future plans include mapping allies to further support students

President said there will be a new television ad that will be airing this fall. Jerry Cremer asked about the postcards and if they are addressed to the potential students or parents. Holly said most go to the students. There have been some direct mailings to the parents as well. President Oldfield said he sends a letter to every parent of every in-district high school student. This year every high school student who was enrolled in dual credit also received a letter that referenced their dual credit hours and cost comparisons.

## **Finance**

- FY 24 Budget – Sarah Gray provided the Trustees with an update on the FY23 budget recap. She said that we are in the middle of the audit at this point. She presented and reviewed the FY23 Operating Revenue Summary. Sarah also provided and reviewed with the Board the FY23 Tuition Revenue Summary. Sarah presented the FY23 Operating Expense Summary and said overall, we were under budget. The FY23 Operating & Auxiliary Results were reviewed as well as the FY23 Auxiliary P&L.

Sarah provided the Board with the FY24 All Fund Summary. She then addressed the FY24 Operating Revenue Summary. FY24 Operating Revenue Sources - \$10.7 M:

- State of Illinois (\$1.2 M)
- Tax Levy/PPRT (\$4.6 M)
- Tuition & Fees (\$4.6 M)
- Other (\$0.3 M)

FY24 Operating Expenditures – salaries benefits contractual materials utilities waivers and other

- Salaries \$6.0 M

- Benefits \$1.8 M
- Contractual \$0.6 M
- Materials \$1 M
- Utilities \$0.5 M
- Waivers \$0.5 M
- Other \$0.3 M

How did we get here?

FY24 Budget Process Plan

Goal: Collaborative and transparent process – everyone had the opportunity to participate.

- Zero based budgeting approach for FY24 (budget based upon the plan for expenses not just rolling it forward.
- Each line item was reviewed and adjusted to the appropriate FY24 amount
- PBs were limited to monthly recurring charges with few exceptions
- Overall reductions were necessary to allow new requests
- Budget packets were given to administrators in March

Focus on what we CAN control. While about 75% of our budget is out of our hands, we CAN still make a difference! Sarah reviewed the FY23-23 Operating Budget Controllable Expenses and By Program.

FY24 Operating Budget Requests – After reducing costs using Zero Based Budgeting, we were able to build the following into the FY24 Budget:

- Re-alignments of positions and pay ranges along with changes due to minimum wage
- Reallocated funds to allow for full maintenance staffing and tools
- Established budgets for the Diversity Committee & Wellness Committee
- Professional Development funds for J1 implementation, Payroll Certification, and more
- Artificial Intelligence detection added to Turn it In software
- Increases in Athletic Waivers and Drama Performing Grants

FY24 Budget Process Realized

Sarah expressed her thanks to the budget managers, faculty, and staff for their hard work in preparing the FY24 departmental budgets. She said budget documents were returned to on a timely basis and were very well organized and detailed. The zero based budgeting process requires a detailed review of prior expenditures as well as careful planning and calculations for the new budget year. The budget build for FY24 was a truly transparent process that included input from all employees of the College.

- Bond Review

Sarah reviewed the SRC Bond Schedule with the Trustees.

### **College/ Presidents Goals**

Board identified themes for goals in the 2023 President Evaluation

1. Enrollment
  2. Retention/Completion
  3. Macomb Campus progress
  4. CTE and Transfer program development
  5. Fund raising and Foundation
  6. Community Connections
- 

Agreed Upon Goals with President Oldfield

#### **1. Student Success**

Develop strategies and implement changes that will result in an 2% increase of credit hours from new student enrollment and a 2% increase of the head count of students who are retained from fall to spring semesters.

## **2. Macomb Campus Progress**

Represent the College and communicate with the design team along with Capital Development Board of the importance of making on budget, timely progress with the design and construction of the new Macomb Campus.

## **3. Academic Program Development**

Focus time and resources for the development of at least one new Career and Technical Education program. Also, the creation of at least one new articulation agreement for a transfer program with a 4-year College or University. Finally, continue to implement enhancements and upgrades to current academic programs.

## **4. Fundraising and Foundation**

Increase the amount of external funding (grants or gifts) that is provided to the college in support of students and programs. Expand staffing in order to develop and deliver a fund-raising strategy that will support the College's future capital project needs.

## **5. Community Connections**

Focus on assessing, reviewing, and developing services in order to meet area businesses' needs, and provide the appropriate workforce support to retain businesses and/or attract new businesses in the communities we serve.

President Oldfield reviewed the goals as presented to the Trustees for consideration. He reviewed the connection with the Presidential Evaluation goals that were submitted as a part of that process. A discussion followed. Dave Maguire asked Curt about the goals and if there are any concerns. Curt said the Macomb Campus Progress item. A discussion followed.

Linda Butler asked about finances and long term at next steps for the College and financial resources, what would President Oldfield like to do. Curt said it would be a Regional Training Center in Macomb, and it is about training for carpenters and plumbers and include a version of truck driving. Automotive and auto body is needed as well. It has to be an apprenticeship model. Linda suggested that this could be on our list for further discussions at upcoming retreats. Curt said a theater at the Canton Campus is also something that would be beneficial. Curt said community colleges in the future will be more focused on career and tech opportunities in order to get people trained and working.

Dave asked the next step for the goals. Curt said the Board has proceeded in the past with or without action. It can be on the August agenda for formal action, if the Board wants. Otherwise, the Board can agree in consensus now, and they would be in place. Curt said if the Board is comfortable, he is fine with this presentation. Julie will post the goals set in SharePoint.

## **Board Policy/Procedure Review and Planning**

- Board policies – review and recommendations for updates

President Oldfield said that he and Julie have reviewed the policies, and we are in a holding pattern. When Title IX updates are available, that will require adoption and a revision to Board Policies. The Board should also consider and adopt a Diversity, Equity, and Inclusion statement as well as a neurodiversity statement. ICCTA has a statement that could be used as a foundation to write the statement. The Closed Session Committee has guidelines for reviewing minutes, and that policy will be added. Linda Butler said ICTA forwarded a statement on DEI and some institutions have slowed on action to add that based on recent Supreme Court decisions. Curt said it can be addressed more from a recognition standpoint.

- Board of Trustees Sexual Harassment Training

Andrea said the training has been sent electronically. Please complete the training as soon as possible.

## **Other Topics**

- State law changes

President Oldfield asked Andrea to assist with this. Andrea said she attended a Paid Leave for All webinar, and this is law that will come in to practice in January 2024. We are piloting with a small group now to see how it works with our ADP system. We will roll this out when required. Adjunct instructors, bus drivers, coaches will receive leave. It is prorated based on hours worked. Andrea said the proration formula doesn't really make sense yet. She referenced other issues that need clarification as well. Andrea said faculty receive four personal days, and they will need to receive 5, so that will be added starting in August. Andrea said another issue will be supervisor training in order to make it clear for everyone.

President Oldfield said we are now required to have Plan B vending machines in a location that is accessible and has some form of privacy to it. We will be pursuing that.

Dave Maguire said the Board should consider offering a meeting to meet with our legislators and bring them on campus.

**CLOSED SESSION.** (if needed). In accordance with the Illinois Open Meetings Act, Section 2, Subsection c, 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; (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; (6) The setting of a price for sale or lease of property owned by the public body; and (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board did not have a Closed Session.

The Retreat concluded at 4:10 p.m.

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Jerry Cremer, Chair

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Date

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Linda Butler, Secretary