

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

Wednesday, January 24, 2024, 10 a.m. – 4 p.m.
Spoon River College, Canton Campus, Engle Conference Center, Rooms B and C
23235 N. Co. 22, Canton, Illinois

The Retreat of the Board of Trustees of Spoon River College was held on Wednesday, January 24, 2024 at 10 a.m. at the Canton Campus, Engle Conference Center, Rooms B and C, 23235 N. Co. 22, Canton, Illinois.

Members Present:

Mr. John Biernbaum
Mrs. Linda Butler – by telephone
Mr. Jerry Cremer
Mr. Dave Maguire
Mr. Phil Murphy
Mr. Kent Schleich – arrived at 11:50 a.m.

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; Andrea Thomson, Director, Human Resources; Sarah Gray, Chief Fiscal Officer; Mike Strauman, Chief Operations and Safety Officer; Raj Siddaraju, Chief Information Officer; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

President Oldfield welcomed everyone to the Retreat. President Oldfield reviewed the timeline of the agenda for the day with the Trustees.

- Academic Programs in process and planned, CTE and Transfer

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

New Programs

HVAC Program – The HVAC program has been approved by ICCB. The plan is still to begin the program when Macomb East opens. Currently working on identifying needed equipment and instructors.

Robotics program – The program is still in development to become a part of the manufacturing curriculum at the Macomb Campus. We are working on program development with Aidex and industry partners. We will be doing a substantial survey to determine current needs. We are also identifying equipment needed and funding for that equipment.

Advanced Medical Coding – This has been approved by ICCB. This was offered for Fall of 2023, but there had not been ample time to market it to eligible students by the time we received ICCB approval. This will be offered again for Fall of 2024.

Pharmacy Tech – The program is currently in development with plans to enroll in Spring of 2025. We are currently working with Lewis and Clark as they have a nice accredited certificate program.

Other programs currently being investigated or developed are Surgical Tech, Paralegal, and Green Initiatives. We also are still looking at ways to partner with local trades unions to prepare students for those types of apprenticeships.

Updates

VoTec Upgrades (EDA Grant) – Brad reported that upgrades are complete as a part of the grant and construction. We hope to have time today to have a tour of the area. We have new welding booths, ventilation, a new crane, and we have added some space with a mezzanine in the Diesel area. We are also in the process of furnishing the building. Mike said we have also added access points throughout and more data drops for technology and some really great equipment in the lab area as well. Mike said it is a great learning center now. Brad said it will be very appealing for students as they are choosing a program. President Oldfield also thanked the faculty for their help in designing the space.

Semi Tractor orders (EDA Grant) – Brad reported that we have experienced some slow downs with the process of the tractor orders. EDA has agreed with the orders, and those trucks are ordered and expected this summer. We are in the process now of working with EDA on the trailers.

ABM Program Update – Brad reported that we are making some changes to the ABM Applied Science degree and adjusting the gen eds with some options. We are also working with Mike on the greenhouse project that was from the COMPEER grant. Brad said that Allyson Smith is currently working on 2 + 2 agreements with WIU and Illinois College. Illinois College will hopefully be an agreement which will take our associate in applied science and bring the student in as a junior. This is in progress.

VR Technology Grant Submission – This grant was submitted just before break for virtual reality technology, and we are waiting to hear about the award. The thought is that we can put VR set in high school guidance counselor offices and provide them with various and updated videos on different offerings and areas at the college. President Oldfield said we have a little experience with that through Athletics as John Bassett recruits those who are unable to come to campus. Brad said part of this grant is for instructor to use VR in the classroom as well.

PATH Grant Update – Brad reported that we are in the second year of the PATH grant. We have assisted with tuition, books, gas, childcare, and also provided stipends during internships.

CEJA Grant Update – This is the DECO grant, and we have ordered the diesel training engines, have new benches, and we will also be ordering new benches for Ag. President Oldfield said with EDA and CEJA, those are almost \$2 million in grant funding for our Career and Technical programs. We were also able to write in some funding for marketing, so we are able to develop a commercial for the industrial programs.

OSF/SRC Project Update – We continue to work with the Jump Training Center. OSF is looking at the opportunity to put a mobile type device in Cuba to serve that community. It would be a mobile clinic, and they are looking at having our students assist with that. OSF also has a position called a Health Care Worker position, and that is a very good starting point for someone interested in health care. President Oldfield said OSF is looking at how to address barriers to healthcare. Our students are gathering data from the residents in Cuba to determine the barriers. OSF is using the data to create a mobile health care clinic, and this is their pilot program. Our nursing students are using it as a part of their class for data collection.

Performance Gap Analysis Report Discussion – Brad said in our pursuit of continuous improvement, we took the opportunity through the CEJA grant to have this analysis done by Lightcast. It is a report which analyzes local labor market data and assesses regional job openings against educational program completions.

We must remember that there are flaws in any data sets and while this report has identified some trends but we have also seen some of those flaws due to the way jobs and instructional programs are classified.

Since SOC (Standard Occupational Classification) codes tend to be more specific than CIP codes, it is likely that one CIP (Classification of instructional program) code will map to multiple SOC codes. This is in part because the CIP codes describe instructional programs that will often provide training that can be applied to multiple occupations. Brad reviewed the report with the Board.

Brad reported that last fall he visited with a group here for a College Visit day, and he asked the group if they knew what Career and Tech Education was, and no one raised their hands. He asked if anyone knew what a trade school was, and all raised their hands. He then asked the group if they were aware that we offered the same as trade schools, and we need to make it known that our offerings address that. Our ACE Committee is taking steps to address that language and the differences between community colleges and trade schools. President Oldfield said we need to hear from students and develop the best ways to communicate with them.

Brad said we are looking at the need to further investigate how to work with trade unions, etc. We are also considering adding a Security Guard Training program that would work with our Criminal Justice options. We have learned a lot from this and are moving forward.

Phillip Murphy asked about car dealers and mechanics. President Oldfield said that is a tough area and one that we had until the early 2000's. He said that and autobody are the two that he hears about a lot. All of our area dealers need those, and the challenge is that it is one of the most expensive programs to operate, and the ability to balance the need versus payback would require some assistance.

Jerry Cremer asked if we are seeing a lot of competition from corporate who train their own. President Oldfield said that is putting pressure on higher ed in general. John Deere has had its own mechanics program as well as Case IH. We have always tried to be brand agnostic in order to give our grads opportunities to work anywhere. Jerry asked about truck driver training. President Oldfield said the demand is great, and companies like DOT Foods is doing their own training.

Holly Norton presented the following Transfer Update:

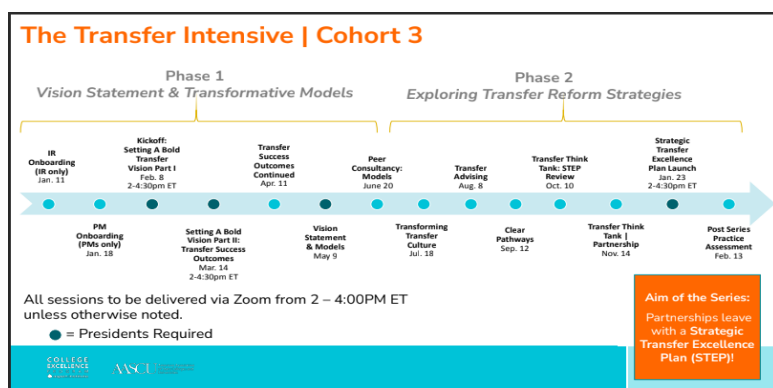
Partnership Agreements

- Graham Hospital School of Nursing - **Completed**
- SIU – Saluki Step Ahead - **Completed**
- Western Governors University – **New Request** – WGU is based out of Utah and does everything online.
- Western Illinois University
 - Education – **One more step**
 - Early Childhood Education - **Future**
 - Aspen-AASCU Transfer Student Success Intensive – **Starting 2024**

Aspen-AASCU Transfer Student Success Intensive

- Aims to address challenges and optimize the transfer experience:
 - Seamless Transition
 - Academic Achievement
 - Holistic Support
 - Collaboration
 - Identification of Challenges
 - Resource Optimization
 - Data-informed Decision-Making
- Development of a Strategic Transfer Excellence Plan (STEP)

- Team is comprised of representatives from WIU and SRC
- Year-long project with a STEP Launch date of January 23, 2025



President Oldfield said we are honored to be selected to be a part of the cohort.

- Spring Enrollment (Recruitment and Retention)

Missy Wilkinson presented the following report:

Spring 2024 Credit Enrollment as of January 23, 2024:

Item	%	2024	2023
Full Time	-0.23%	429	430
Part Time	-0.45%	671	674
Total	-0.363%	1100	1104
Credit Hours	0.27%	10,215	10,188

Missy reported that of the 1,100 students, 70% are females. We continue to see the decline in the male population. Numbers reflect a decrease of 91 from 2023 and a decrease of 89 from 2022. She also shared that the 769 female enrollment reflects an increase of 87 from 2023 and an increase of 194 from 2022. 40% of the student body is in the 18 – 21 age range. She also shared that this spring we do have an increase in students age 26 and older (70 more students). We have 9 international students; 330 high school dual credit students; 29 Canton High School Running Start students; 162 of our students are enrolled in the healthcare field; close to 100 are student athletes; and over 11% are in-district 2023 high school graduates.

Missy reported on credit hours and said that we have an increase in first time, full-time freshmen students, returning sophomores, and those seeking a second degree. Most of those second degree seeking students are in the healthcare field. We do see a decrease in high school dual credit students and reminded the Trustees that Canton High School students are not receiving free dual credit tuition this year from the high school, which could account for some of that decrease.

Fall to Spring Retention: 79.60%. Missy reported that this is pretty consistent. When compared with our peers, we fall slightly below in a couple of areas, but our part-time retention leads us ahead of the peers. President Oldfield said Missy will share the final 10th Day number at the February Board Meeting.

IPEDS Data

Item	SRC	Median*
FT Retention	54%	67%
PT Retention	74%	46%
Graduation	41%	45%

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

Classroom Performance – fall semester 2023

380 students achieved Academic Honors – President's and Dean's List

Decrease of 9% - students who did not meet Standards of Academic Progress (SAP)

Athletic Department Performance: 3.28 (Department record)

Fall 2023 Student Athlete GPA

Department Semester Record

Team Semester Record

Missy provided the following:

Team records include:

Softball – 3.67 gpa

Men's Basketball – 3.31 gpa

Baseball – 3.23 gpa

Other teams:

Volleyball – 3.27 gpa

Women's Basketball – 2.74 gpa

- Foundation Update – President Oldfield provided the Board with an update on the Foundation. He said that yesterday was Colin Davis's last day in the office. Team leads have been identified to work on initiatives and also maintain continuity of business. President Oldfield is very comfortable with the outcomes from that meeting, and plans are in place. For current operations, we have things very well covered. Moving forward, the search is underway with 13-14 applicants. One interview was conducted last week, and another candidate has been forwarded for an interview. The plan is for President Oldfield to meet individually to make sure there is a clear understanding of the position before a candidate moves forward to a committee. This is the same process as when Colin was hired. President Oldfield will keep the Board informed of the process, and the ideal would be to have the position filled by the end of February, if possible.

President Oldfield updated the Trustees on the McPheeters gift to the Foundation. Plans will be finalized for a VoTec celebration for the remodeled space, the COMPEER greenhouse, and the McPheeters family donation for some time in March/April.

President Oldfield asked the Trustees to provide some long range goals for the Foundation. John Biernbaum said you have to take advantage of the building renovation in Macomb. Phillip Murphy said staffing is a consideration. Jerry Cremer suggested more presence in the Macomb community. Linda Butler offered the move from the Foundation to a total College development organization that includes alumni and a greater reach. She agreed with JB and the Macomb building and the fact that we have never had a campaign and need to move towards that. Phillip said we need to be realistic in Macomb as the second to WIU. President Oldfield said we do have opportunities that provide us with a unique reach and not a direct competitor to WIU. Dave Maguire offered expanding the Foundation's membership base on the Board. Dave said the reference is in talking with other colleges and foundations that have had people on their board who are not necessarily from the area but are with business and industry that help influence grant opportunities. JB said we need to continue to build on annual giving. Dave said we should revisit the MOU with the Board of

Trustees. President Oldfield said that expired in December. Dave also offered partnerships with other Foundations in the district. There is a Macomb Community Foundation and one in Rushville as well. Linda said it is the Schuyler County Foundation. President Oldfield said sometimes community foundations may receive a big gift and divide among smaller not-for-profits. President Oldfield said as we move forward, the three that he has on his list are Macomb renovation and campaign for naming rights, and as soon as we can release drawings, that is the kick off to start to build that ask for that. Staffing will be another issue that we will continue to look at, and we will also be addressing our Macomb presence. Dave said a long range goal would be, an example, to establish a special grant system using manufacturers where the Foundation seeded the tuition and the manufacturer donated to the college.

- Audit Update

Sarah Gray presented the following Audit Update:

FY23 Fiscal Audit Finding 1

FINDING 1: Disbursement dates in the student ledger need to reflect the disbursement dates in COD. The institution has 3 business days to issue student refunds. 2 of 40 students (5%) of the audit sample were refunded after 3 days.

CORRECTIVE ACTIONS IMPLEMENTED:

Prior year errors were created by a former employee. All FY24 postings and refunds have been reviewed by the supervisor and corrections made where applicable. A new employee began in this role on January 8th and is currently in an intensive training period which includes close supervisory oversight of all transactions. This level of oversight will continue for a minimum of three months and will be extended as necessary to ensure adherence to the federal regulations.

FY23 Fiscal Audit Finding 2

FINDING 2: An institution has 45 days from the date of determination to return any Title IV funding as determined by the R2T4 calculation. 2 of 13 students (15%) in the audit sample found that Title IV funds were returned more than 45 days after the date of determination.

CORRECTIVE ACTIONS IMPLEMENTED:

Financial Aid has hired an Assistant Director, which has provided more assistance with oversight and review. Staff are being cross trained to share in the processing calculations. All calculations for Fall have been completed and quick responses from Faculty helped with on time completion. Starting with the Spring semester, FA will alternate requesting and reviewing the list of complete W, F or FA Grades and completing calculations for Title IV aid recipients.

FY23 Fiscal Audit Finding 3

FINDING 3: An institution must have an adequate internal system to identify conflicting information – regardless of the source and regardless of whether the student is selected for verification – that would affect a student's eligibility. 1 of 40 (2.5%) students in the sample had conflicting information regarding number of family members in college.

CORRECTIVE ACTIONS IMPLEMENTED:

Financial Aid staff are reviewing all documents received for the entire 2023-2024 award year for any possible conflicting information. One staff member is reviewing records to ensure that all documents coded in CX are scanned into Feith. This part of the process is approximately 60% completed. Next, a different staff member is reviewing all data elements to make sure that all elements on the documentation match what is on the FAFSA and processing a correction if needed. This part of the process is approximately 25% completed. Financial Aid anticipates this process to be fully completed by the end of February. All new forms being processed are being reviewed under the same process as they are scanned into Feith and filed.

President Oldfield applauded Sarah and the Financial Aid staff in moving toward the addition of quality assurance reviews. He is hopeful when the audit is presented this fall that it will be one with no findings.

- Bond Review (update)

Sarah Gray presented the following update:

Sarah presented and reviewed with the Trustees the SRC Bond Schedule as of January 1, 2024. Sarah also presented and reviewed SRC Bonding Authority as of January 1, 2024. She said the College pays off roughly \$2.1 million of principal every year. Our legal debt margin is \$4.5 million.

President Oldfield said the next bond payoff is 2030. President Oldfield said First Midstate, the company we used for previous bond issues, is no longer in business. We will need to select a new company and then start the next process.

Lunch – and College Theme Presentation – Becky Leverette

- FY 24 Budget Update planning for tuition and fees

Sarah Gray presented and reviewed the State Payment Delinquencies for FY24 – and as of January 1, there is a 0% delinquency. She reviewed the delinquency history, starting with 2011, with the Trustees.

Sarah presented and reviewed the Revenue and Expense Comparison (year to date through December 31, 2023 – 50% of the year). Sarah presented and reviewed the Operating Revenue Comparison (year to date through December 31, 2023 – 50% of the year). Sarah presented and reviewed the Operating Funds – Balance Sheet – as of December 31, 2023. She also presented and reviewed the SRC Financial Review – Investments – as of December 31, 2023.

Tuition and Fees History

President Oldfield said the Governor's Office announced that for the start of FY24 it would be tighter than previous years. As a part of our revenue stream from the State, we need to consider that and build our tuition estimates accordingly. President Oldfield said he feels the Governor is trying to set the stage because of the issues surrounding migrant healthcare. We need to take that statement from the Governor pretty seriously.

The Board reviewed previous tuition increases as follows:

Fiscal Year	Tuition	Fees	Totals	Increase \$	Increase %
2016-2017	\$125.00	\$25.00	\$150.00	\$5.00	7.14%
2017-2018	\$135.00	\$25.00	\$170.00	\$10.00	6.67%
2018-2019	\$140.00	\$25.00	\$165.00	\$5.00	3.13%
2019-2020	\$145.00	\$25.00	\$170.00	\$5.00	3.03%
2020-2021	\$145.00	\$25.00	\$170.00	\$0.00	0.00%
2021-2022	\$149.00	\$25.00	\$174.00	\$4.00	2.35%
2022-2023	\$158.00	\$25.00	\$183.00	\$9.00	5.17%
2023-2024	\$158.00	\$35.00	\$193.00	\$10.00	5.46%

Sarah said at the last CFO meeting there was talk that several were considering \$3 increases. ICC is planning a \$5 increase. She reviewed with the Trustees a chart that reviewed the impact of each \$1 increase on every credit hour. A discussion followed. President Oldfield said he feels that the Board needs to consider \$5, \$7, and \$10 options. Jerry Cremer asked about any further costs on the new center in Macomb. President Oldfield said the majority of that cost would be in the next fiscal year and bond funds should take care of the construction. Phillip asked if an increase in dual credit would result in a decrease in enrollment. President Oldfield said yes, and with that being said, Canton school district is paying dual credit tuition for five years, so it isn't an accurate loss. He would say the average is 9 credit hours a year for dual credit students. Kent Schleich asked if we have a calculated percentage or us for one year that is covered by grant. President Oldfield said 63% of our students receive aid, and he can put a total dollar figure to that. We know how much and how many numbers of students receive aid and the dollar value whether federal, state, or from the Foundation. President Oldfield said we can provide that number to the Trustees. Missy shared the details from our website. President

Oldfield said roughly 60% of the tuition is paid. Jerry asked about the 30% who do not receive. President Oldfield said some could be choosing to not apply so as to not disclose tax information. Kent Schleich asked how the athletic scholarships work and where does the money come from. Sarah said the departments are awarded dollar amounts, and that is awarded by credit hours which is converted to dollars. Missy said athletes pay the difference, and no one receives a full ride. Athletic scholarships are hard college dollars. Kent asked Sarah about salaries five years ago. Sarah said based on changes in structure, she would have to run reports. President Oldfield said we can pull that information for the Board. Kent asked about assumptions and what a \$10 increase would be. Sarah said that would be \$206,000. She will have the spreadsheet to plug in various amounts to show the total. Phillip said without cuts, we will be negative. Dave said he doesn't like to raise tuition but we can't keep it the same and the numbers are so unsure going forward, so the question is how much of an increase can we put in that won't hamper us going forward. President Oldfield said the \$10 fee increase last year was there and we didn't feel a negative enrollment impact. You can grow and have a tuition increase. Sarah said she would like to see us get to a point to be more forward looking and not starting from scratch each year. President Oldfield said the bigger challenge is the inconsistency from the State. The President's group is lobbying for having everything funded. Guidance for tuition reviews: Sarah will prepare and Julie will post the options when received. Dave said he would also like to hear the President's recommendation. Phillip also asked if the President will include in that thought process where there could be cuts. President Oldfield said it is also about growing our way out rather than cutting our way out.

- Current Facilities Projects (update)

Mike Strauman presented and reviewed the following with the Trustees:

VOTECH Renovation

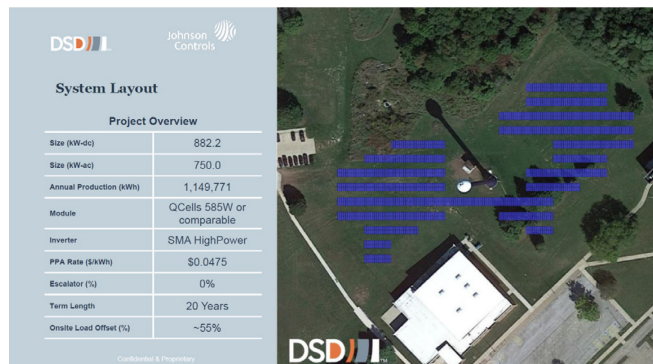
- Substantial Completion – 1/19/2024 – We have a final meeting scheduled for Friday of this week. Training will also be a part of this and hopefully be the final walk through that will include a punch list.
- Lynn McPheeters Sign – The Board will tour the building, and Mike will show the proposed location.
- HVAC Update
 - Classrooms 123 & 125 have new air to air heat pumps
 - Offices and remaining classrooms to get new RTU's June/July
- Ag Greenhouse
 - Concrete pad to be poured this spring
 - Working on getting bids for utility installations
- Macomb parking lot overlay
- In-house Summer parking lot improvements
- Batting cages
- Dugout roofs
- Build out food pantry

Mike said he is also looking into adding HVAC and lighting controls to better utilize utilities. Regarding water, he is considering auto flushers while also talking with the Canton Water Department. Mike is reviewing usage and trying to determine why it continues to increase. He is considering adding water meters throughout buildings on our side to better monitor usage.

On-site solar opportunities:

Mike presented and reviewed information on solar opportunities. He has been working with Johnson Control to develop a solar plan. Mike reviewed that with the Trustees and said there weren't a lot of areas where we could increase efficiencies. There is a solar option that would be a project under Johnson Controls, and we have also been approached by Quick Electric, which also has solar capabilities with a company Quick works with. That would give us good comparisons and also negotiating abilities. Phillip asked about a group that wanted to put panels. President Oldfield said the power purchase agreement was an issue. We want to be break even on our power, and Mike's contacts

appear to get us to that point. Mike reviewed the yellow areas labeled Solar 1, Solar 2, and Solar 3 in the photos below. The blue sections in the second photo show the system layout proposal. Mike reviewed the details of the twenty-year term.



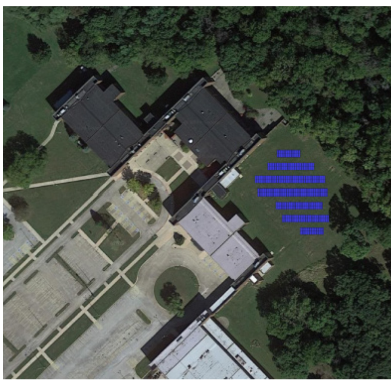
PPA 1		Project Year	Avoided Utility Cost Value of Solar (\$/kWh)	PPA Rate (\$/kWh)	Solar Production (kWh)	Avoided Utility Costs	PPA Payments	Annual Savings (\$)	Cumulative Savings (\$)
Assumptions		1	\$ 0.1181	\$ 0.0475	1,149,771	\$ 135,814	\$ (54,614)	\$ 81,200	\$ 81,200
PPA Term (Years)		2	\$ 0.1217	\$ 0.0475	1,144,022	\$ 139,189	\$ (54,341)	\$ 84,848	\$ 166,049
Value of Solar Year 0 (\$/kWh)		3	\$ 0.1253	\$ 0.0475	1,138,274	\$ 142,645	\$ (54,068)	\$ 88,577	\$ 254,625
PPA Rate Year 1 (\$/kWh)		4	\$ 0.1291	\$ 0.0475	1,132,525	\$ 146,182	\$ (53,795)	\$ 92,387	\$ 347,012
PPA Escalator (%)		5	\$ 0.1329	\$ 0.0475	1,126,776	\$ 149,803	\$ (53,522)	\$ 96,281	\$ 443,293
ITC Level		6	\$ 0.1369	\$ 0.0475	1,121,027	\$ 153,510	\$ (53,249)	\$ 100,261	\$ 543,554
		7	\$ 0.1410	\$ 0.0475	1,115,278	\$ 157,304	\$ (52,976)	\$ 104,328	\$ 647,883
Design Specs		8	\$ 0.1453	\$ 0.0475	1,109,529	\$ 161,188	\$ (52,703)	\$ 108,486	\$ 756,369
PV Total Size (kWdc)		9	\$ 0.1496	\$ 0.0475	1,103,780	\$ 165,164	\$ (52,430)	\$ 112,734	\$ 869,103
Yr Production (kWh)		10	\$ 0.1541	\$ 0.0475	1,098,032	\$ 169,233	\$ (52,156)	\$ 117,076	\$ 986,179
Degradation Rate		11	\$ 0.1587	\$ 0.0475	1,092,283	\$ 173,397	\$ (51,883)	\$ 121,514	\$ 1,107,693
Utility Escalator		12	\$ 0.1635	\$ 0.0475	1,086,534	\$ 177,659	\$ (51,610)	\$ 126,049	\$ 1,233,741
# Years to Escalate for Yr 0 - Yr 1		13	\$ 0.1684	\$ 0.0475	1,080,785	\$ 182,020	\$ (51,337)	\$ 130,683	\$ 1,364,425
		14	\$ 0.1735	\$ 0.0475	1,075,036	\$ 186,484	\$ (51,064)	\$ 135,420	\$ 1,499,844
		15	\$ 0.1787	\$ 0.0475	1,069,287	\$ 191,051	\$ (50,791)	\$ 140,260	\$ 1,640,104
Customer Savings		16	\$ 0.1840	\$ 0.0475	1,063,538	\$ 195,725	\$ (50,518)	\$ 145,207	\$ 1,785,311
Current Consumption (kWh)		17	\$ 0.1896	\$ 0.0475	1,057,790	\$ 200,507	\$ (50,245)	\$ 150,262	\$ 1,935,573
PV Offset %		18	\$ 0.1952	\$ 0.0475	1,052,041	\$ 205,400	\$ (49,972)	\$ 155,428	\$ 2,091,000
Year 1 Net Savings (\$)		19	\$ 0.2011	\$ 0.0475	1,046,292	\$ 210,406	\$ (49,699)	\$ 160,707	\$ 2,251,707
Total Net Savings (\$)		20	\$ 0.2071	\$ 0.0475	1,040,543	\$ 215,527	\$ (49,426)	\$ 166,101	\$ 2,417,808
Total NPV Savings (\$)		21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Discount Rate for NPV (%)		22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Term Totals					21,903,143	\$ 3,458,208	\$ (1,040,399)	\$ 2,417,808	

- Solar 1
 - 3.5 Acres
 - ~55% offset
- Solar 2
 - .6 Acres
 - Additional ~13%
- Solar 3
 - 7 Acres
 - Possible lease opportunity
 - \$1500yr/acre with 2% escalator

SRC would only be giving up the property for the twenty year period. It would be tough for us to do any building in the future in those areas because of the geothermal wells. The panels would be placed on concrete skids. The location is between Taylor Hall and The Villas. John Biernbaum asked if this would have to be bid. President Oldfield said we would have to do an RFP. Jerry Cremer asked if we moved ahead, what are our options after the twenty year period. Mike said that comes with the contract negotiation. We can negotiate what happens with that, anywhere from owing or removing the equipment, or even an extension. Mike said there is still quite a bit that needs to be discussed, and Mike will continue to work on this and include Trustees. President Oldfield said Eagle Point Solar said

three years ago with regards to the contract expiration, they said they have clients either agree to absorb the equipment and the equipment is transferred, or they come in and remove everything and return everything to original status and the project is over. Jerry asked if there is interest in continuing. President Oldfield said there could be some hesitancy because of the tax benefits that may not still be in place. He anticipates that will probably start happening on the ones that are more this age versus first generation.

Mike reviewed Solar 2 and Solar 3 areas as well. We want to keep our total under two megawatts that we are producing for ourselves. We could possibly look in to additional space for leasing opportunities for Solar 3 – listed above. Mike said the Solar 1 option is something that we should be looking at now, and if the Board is ok with that location, he would like to continue talks to keep the ball rolling while also pursuing other options. Kent asked about The Villas. President Oldfield said The Villas takes care of the grounds. Kent asked if we are hooked up to the same electrical system. President Oldfield said the same line. Kent asked if proper authorities are aware of the infrastructure here in the event of a disaster. Mike said he is in the process of updating building maps and safety maps, and that would be a part of that. Mike said he is also working with Chris Helle from Fulton County ESDA, and Mike will share updated maps with Chris. We would also include locations of hazardous chemical storage.



Mike reviewed the following with the Trustees:

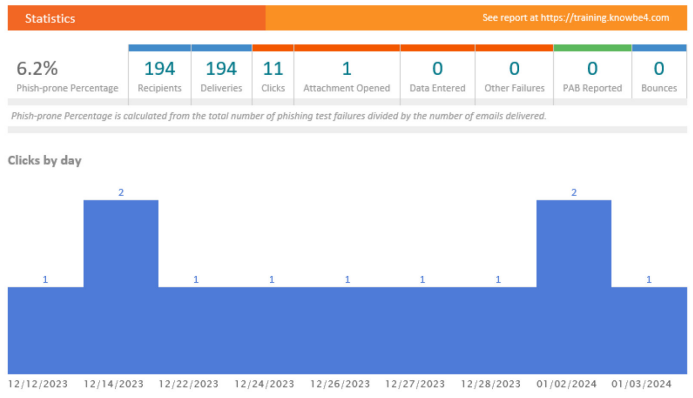
- Access Control and Security Upgrades
 - Install electrified hardware on main exterior doors. – include Havana, Rushville, and the MOC. This will not include Macomb West.
 - Install door position sensors on secondary exterior doors.
 - Re-key all interior doors
 - Replace or repair any failing hardware

SRC Safety Update

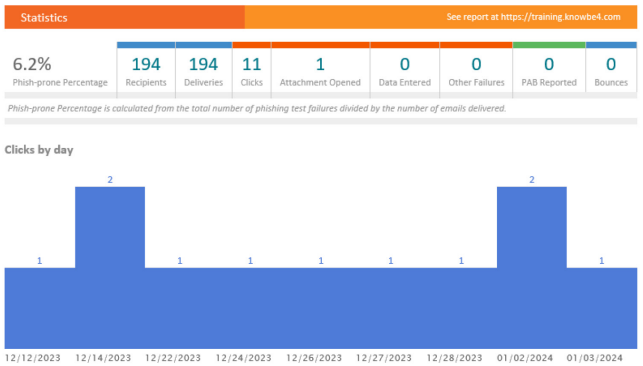
- Security/ Active Shooter Training Update
 - Creating a safe campus
 - CRT
 - Updated CEOP
 - Working with local authorities – ESDA, Fulton County Sheriff, Central Illinois Task Force.
 - Future Plans
 - PDD – Active shooter discussion. We will review the updated CEOP and start a discussion on active shooter and other various crisis situations that may come up. A deputy will attend and review active shooter steps.
 - April – Severe weather table top exercise. This will bring the CRT team together as well as some local authorities to review how a crisis would be handled.
 - Fall – Full scale severe weather exercise. This will include faculty and staff.
 - Spring of '25 – Full scale active shooter exercise. This will include faculty, staff, and everyone at that point would know floor leaders and the details on what to do in a normal situation and escalate that to an active shooter level. John Biernbaum thanked Mike for those efforts and thinks those are very important and good steps. President Oldfield said Mike's connections have really helped. John asked Mike if there are camera on exterior

doors. Mike said ever exit is covered by cameras. Raj has also added 3 exterior cameras that cover parking lots.

- **Cybersecurity Update – Raj Siddaraju presented the following update:**
 - Annual external Pen testing.
 - Multi Factor Authentication Changes.
 - Removing Security Questions.
 - Bi-monthly Phishing Test



Quarterly Security Test result



President Oldfield complimented Raj who consistently updates employees. He regularly communicates with employees, and the majority of our issues come from users. Raj and his education of users is crucial for all of us and the security of our systems. Kudos to Raj and his team for consistently keeping us informed and up to date. In turn, Raj thanked our users for their attention as well.

- **Jenzabar 1 Update – Raj Siddaraju presented the following report:**
 - Jenzabar one (J1)
 - Cloud Services – Software as a Service (SAAS)
 - Unify communications for student services.
 - All interactions via single dashboard.
 - Academic advising with collaborative relationship.
 - Online Advising portal – make Appointments, Degree audit
 - Improved Analytics.
 - Embedded reports.

CX to Jenzabar One (J1) Migration



Raj said we will also be looking in to a payroll module to replace ADP.

- Not until spring for 2025.
- Demo site for J1
- Training/Test site
- Live/Production site

Dave Maguire asked about the installation timeline and change over. Raj said there is a lot of work to do for this change, and this will be phased in over two years. Fiscal year 27 will be in the new system.

Roles and Responsibilities

- Client Project Manager
 - Executive Sponsor
 - Module Managers
 - Data Conversions Lead
 - System/Database Administrator (DBA)
 - JICS (Web) Coordinator
 - Training Coordinator
- Future College and Community Initiatives

President Oldfield shared with the Trustees that we have been approached by the Illinois River Biological Station at the Prairie Research Institute at the University of Illinois and the City of Havana regarding a visitor center and research facility. IRBS currently has a location in Havana on the river, and they conduct research out of the facility that they are outgrowing and is also in a flood zone. IRBS would like to relocate to a higher location outside of the flood area. They would like to partner with SRC where we would have biology labs there to support programs in Natural Resources and Conservation programs. The land is currently owned by the City of Havana and is where the old Cargill facility used to be. IRBS is proposing a joint partnership to work together to develop a facility that would include these wet science labs. In addition, it would be a natural history museum. IRBS would also have locations where they would conduct their work. We would receive pay for management of the space. President Oldfield reviewed the proposed site plan with the Trustees. Our students could be interning with IRBS while going to school, and we would have an agreement with the U of I. This is at the very early stage of this proposal to bring to the Trustees. If the Board approves for SRC to continue, we would begin to look at funding, work with the U of I Foundation. This would be in addition to what we currently offer at the Havana Center. Kent Schleich asked who the initial driver of this is. President Oldfield said IRBS because they have the biggest need. Their past efforts have not been successful, but the U of I President is now working with this for the Foundation to consider funding opportunities for this. Phillip said they couldn't build the lab? President Oldfield said they could but are considering more for the community as well. The U of I will not do this alone and wants to partner with the City and also SRC. The ultimate gain for us is our students could remain in Havana for lab classes. Phil Murphy said it would be worth hearing more about, but cost issues would be concerning. President Oldfield said he has been

very clear about our bonding ability and the fact that it is 5-7 years down the road. Dave said if Havana is willing to partner, it would be great growth opportunity for Havana. Their efforts on their downtown upgrades is apparent, and Dave said he would like to support Havana in this. President Oldfield said this is the right time for us, and if we don't act soon, Mayor Stadsholt probably won't run again, and we could lose a big cheerleader for us in this opportunity. President Oldfield said as you come in to Havana over the bridge, you would have a clear view of the new facility. Kent asked if we would have a capital outlay or management fees. President Oldfield is proposing that we not have a capital outlay or if so, it would be secured with other donors. Kent said that is the only way he feels we should be involved. Emiquon was also a good idea but this looks good on paper. Kent would not want to invest capital. President Oldfield said he doesn't think we could do that. President Oldfield said he feels this has fundraising potential but has made it clear we have more current fundraising needs. Phillip Murphy said funds could come from sources that we may have never considered. President Oldfield agreed. Dave said he feels that there are a lot of opportunities.

President Oldfield shared with the Trustees a conversation he has had with Cook as well as the City of Canton regarding the former JC Penney building in Canton. Cook would invest the capital to upgrade the facility and has asked if we would staff that facility, similar to the former Opera House. Cook would pay us a management fee to do that. John asked about seating capacity. President Oldfield said it would be similar to our Macomb Outreach Center. This would not involve any capital outlay for SRC. John said he would defer to the Canton crew on the Board. Phil said it has a value for the community. Jerry Cremer asked about any issues hiring. President Oldfield said it would be similar to what we have in Macomb at the Outreach Center. Phil asked about furniture. President Oldfield said that is the next part of the discussion. He has proposed room dividers like the Outreach Center as well. He said he suggested a catering facility for caterers to bring in food and be able to manage food but not cook. A lot of work has gone in to the planning. President Oldfield said he needs the direction from the Trustees. Kent said it sounds like a win-win to him. President Oldfield said he has the sense from those in attendance today to continue the discussions with Cook and the City of Canton.

- Board Meeting Schedule Review
President Oldfield said this is on the agenda for the meeting tonight. The schedule is presented without any adjustments. He asked what adjustments from the Trustees. Phillip Murphy suggested moving Rushville from October to another month. John Biernbaum suggested moving Rushville to August. That motion will be made to amend the schedule as presented at the Board Meeting.
- Board Policies – review and recommendations for updates
President Oldfield said the Trustees will need to consider two new Board Policies. The Written Subscription Policy will be added and presented to the Board for approval at a future meeting..
 - Written Subscription Policy
 - Title IX Updates – President Oldfield said there is not an update for consideration yet.

- State and Federal Law Updates
Andrea Thomson presented and reviewed the following Illinois 2024 Employment Laws:

VEESA – Andrea reviewed this and said that we are currently in the process of updating this.

Leaves of Absence – updating the existing 3.2.8 Family Bereavement as well as the existing 3.2.2 Blood Donation.

Paid Leave – Andrea said we will include a new insert for 3.3.19 Paid Leave Benefit for adjunct instructors and miscellaneous staff. John Biernbaum asked how difficult this will be to support. Andrea reviewed scenarios that could be considered.

Notice Requirement – Andrea reported that we are already in compliance through electronic postings.

Andrea presented and reviewed the following Fair Labor Standards Act with the Trustees. Andrea reported that this tells the college who a salary exempt employee. If hourly work over 40 hours, they are paid time and a half. To be exempt, you have to earn \$35,568. We are above that amount and in compliance. The proposed salary is \$55,068. She reviewed annual increase opportunities as well. She also reviewed the criteria to be a salary exempt employee. She reviewed the document included below.

Exempt Employees: Minimum Salary Requirement for 2024

The federal Fair Labor Standards Act (FLSA) requires that employers pay nonexempt employees overtime for all hours worked in excess of 40 hours in a workweek.

Current overtime rule	Proposed overtime rule
The minimum salary required to be paid to an Executive, Administrative, or professional (EAP) employee for that employee to be exempt from the FLSA overtime requirements is \$684 per week (\$35,568 annually) .	The minimum salary required to be paid to an EAP employee for that employee to be exempt from the FLSA overtime requirements would be \$1,059 per week (\$55,068 annually) . This is a 55% increase from the current level.
The required annual compensation level for Highly Compensated Employees (HCEs) is \$107,432 (which must include at least \$684 per week paid on a salary or fee basis).	The annual compensation level for HCEs would be \$143,988 (which must include at least \$1,059 per week paid on a salary or fee basis). This is a 34% increase from the current level.
There are no automatic updates to the required EAP salary levels or HCE total annual compensation level.	The EAP salary level and HCE total annual compensation level would be automatically updated every three years. Read this FAQ for more information.

Federal exemptions from overtime

The FLSA allows for exemptions from the federal overtime (and minimum wage) requirements for certain employees who work in administrative, professional and executive jobs (known as "exempt" employees). To be considered "exempt," these employees must generally satisfy three tests:

- **Salary-level test:** Employers must pay employees a salary of at least \$684 per week. The FLSA's minimum salary requirement is set to remain the same to start 2024, but the United States Department of Labor (DOL) has published a proposed rule that would increase the minimum salary requirement sometime in 2024. **Salary-basis test:** With very limited exceptions, the employer must pay employees their full salary in any week they perform work, regardless of the quality or quantity of the work.
- **Duties test:** The employee's primary duties must meet certain criteria.

Things to Note:

- On Sept. 8, 2023, DOL issued the proposed rule increasing the annual salary level threshold for white-collar exemptions and automatic increases every three years. A public comment period was open through Nov. 7, 2023.
- On Dec. 6, 2023, DOL released its semi-annual regulatory agenda which set an April 2024 date for release of the anticipated final rule amending the regulations.
- The DOL has indicated the actual salary threshold will be based on earnings data as of the date the final rule takes effect- which means the salary floor may be even higher than the projected \$55,068 and be more like \$60,000 annually.
- DOL may miss its target date of April 2024. More than 33,000 public comments were received for review. Substantive comments would need to be addressed before final rule-making. Once the final rule is published it will likely take effect no sooner than 60 days after publication.

SRC Considerations:

- Over 30 professional support employees/positions do not meet the proposed salary threshold.
- Teacher Exemption applicable for higher ed. A teacher is exempt if his or her primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge, and if he or she is performing that duty as an employee of an educational establishment. Educational establishments include elementary school systems, secondary school systems, institutions of higher education, and other educational institutions. Given these standards, professors, instructors, and adjunct professors typically qualify for this exemption.
- Regulatory provisions for certain administrative employees—known as “academic administrative employees”—whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment. To be exempt as an academic administrative professional:
 - o The employee must satisfy the above-referenced salary basis and salary level tests or receive a salary of at least the entrance salary for teachers in the same educational establishment; and
 - o The employee’s primary duty must be to perform administrative functions directly related to academic instruction or training in an educational establishment. Employees who work in higher education but whose work does not relate to the educational field (such as work in general business operations) do not qualify as exempt academic administrative employees. In higher ed, exempt academic administrative personnel generally include academic counselors who administer school testing programs, assist students with academic problems, and advise students concerning degree requirements. Read this [Fact Sheet](#) for more information.
- Robbins Schwartz's guidance on entrance salary for teachers is to use the salary of the lowest-paid full-time faculty. For SRC this salary is approximately \$45,500.
- The regular workweek for SRC is 35 hours. Overtime occurs at hours over 40. It is unlikely that many of the employees impacted by the increased minimum salary threshold to be exempt from overtime often work more than 40 hours per week.

The Board thanked Andrea for the information on these topics.

- CLOSED SESSION (if needed)

The Board did not have a Closed Session.

- Tour VoTec Building to see upgrades from EDA grant.

The Retreat concluded at 4:05 p.m.

Jerry Cremer, Chair

Date

Linda Butler, Secretary