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

Wednesday, April 29, 2015
6:00 p.m.

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, April 29, 2015, at 6:00 p.m. in the Spoon River College Conference Center, Canton Campus, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Maguire, Chair, called the meeting to order 6:00 p.m.

1.2 Roll Call

Members Present: Mrs. Gayle Blodgett
Mrs. Linda Butler
Mr. Dave Maguire
Mr. Rusty Melhouse
Mr. Phil Murphy
Mr. Kent Schleich
Mrs. Betty Taylor
Mr. Joshua Webb

Present were Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President, Administrative Services; Dr. Randy Greenwell, Vice President, Instruction and Student Services; Ms. Carol Davis, Vice President, Community Outreach; Ms. Missy Wilkinson, Dean, Student Services; Ms. Holly Norton, Dean, Transfer Education; Ms. Michelle Bugos, Director, Human Resources; Ms. Sally Shields, Coordinator, College Information; Mr. Brad O’Brien, Director, Purchasing and Auxiliary Services; Mr. Andrew Kirk, Speech Faculty; Ms. Becky Leverette, Psychology Faculty; Ms. Penny Pollock, Nursing Faculty; Ms. Natalie Orwig, Senior Office Assistant, Adult Ed & ASC; Ms. Katey Kohler, Accountant; and Mrs. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: Mr. Brendon Bauman; Mr. Rick Klinedinst; Mr. Colin Davis, and Mr. Larry Eskridge, Canton Daily Ledger.

1.3 Invocation

Mr. Schleich gave the invocation.

1.4 Welcome of Guests

Mr. Maguire welcomed the guests who were in attendance.

1.5 Public Comment

Mr. Maguire said asked if anyone present would like to address the Board.

There were no requests.
President Oldfield distributed a summary of goals that were listed in the end of the evaluation. He explained that these are certainly not written in stone but he tried to pull the themes from all goals submitted by the Trustees. He reviewed the goals:

- Increase enrollment of students with a two percent increase of credit hours while increasing fall to fall retention with a two percent increase from Fall 2014 to Fall 2015.
- Develop a college-wide Master Facilities Plan that includes operation guidelines of the Multipurpose Center, and a timeline for repairs and updates for all locations.
- Create a plan with a time table to create additional career and technical educational programs to meet the district’s needs for education. Include a process for assessing the district needs and the identification of programs to meet those needs.
- Review and adjust current college organizational chart to continue offering services but reducing cost to operate in an effort to minimize tuition increases.
- Continue progress toward completion of Ph.D.

President Oldfield said a 2% credit hour increase will certainly be a challenge. He explained that the second goal is a combination of multiple goals. The third goal is basically a needs assessment of all of the communities and employers we serve. President Oldfield said these are the themes of those goals submitted by the Trustees. He is happy to adjust anything.

Mr. Murphy asked about operational guidelines. President Oldfield said that is a plan for the new building and plans to help offset the costs. Curt said guidelines might not be a good word. It would be more of a goals of operation. Mr. Schleich said some of his discussion with Curt would include class offerings, athletic programs, and to set the stage for the facility ahead of occupancy. It would be a plan with a timetable for the facility. Curt said he would adjust the goal to a “plan” versus “guidelines.”

Mr. Maguire said as part of the evaluation process in concert with the President, the President and Board establishes the goals and both have to be comfortable with the goals. Dave asked if there were any other discussions. Kent said his intent for “plan” is to have established, measurable goals. Curt said the challenge with the multipurpose building will be that it is just coming to completion and occupancy at the end of this evaluation period. There are certainly other building plans for facilities that can be included. Kent said there will be several things that will need to be done ahead of the completion of the building. Linda suggested using “strategies.” Phil said you also have to have a vision for the future. Curt said the long-range vision also gives mile markers for what to work toward and also make adjustments. Curt suggested “long range operational plan” be included instead of a one-year for the multi-purpose building. Phil also suggested a breakdown.

Mr. Melhouse said some of the goals read more as a vision and wonders if dates should be included. Gayle said this will be reviewed in January for progress. Curt said the challenge is that there are 8 months. Curt said the fall enrollment one is certainly date driven. Curt said the next one to have a date reference would be the next to last one of reviewing the organizational chart because that can be done in conjunction with the development of the budget. A preliminary date could be included in July in conjunction with the Board Retreat. A September date could be added to that goal. Input could be included with the July Retreat. Kent said all of the goals could be discussed at the July Retreat. Curt said he doesn’t know if he can do the assessing the district needs in two months. Gayle said he could report on the method or report on what has been completed in an update.

Dave said the Board wants to participate with the President in the process. Curt said he needs the latitude to pursue the goals without Board participation, with all due respect. Rusty said he is comfortable with assigning July Retreat dates. Curt said he views a semester timeframe as well. Kent said the Board doesn’t want to do goals by committee, and after review, President
Oldfield can have these solidified by the July Retreat. Dave said a more finalized set of goals will be available for review by the next Board Meeting.

1.7 Resolution to Adopt Results of the April 7, 2015 Election

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

RESOLVED, That the Board of Trustees approved the Resolution to Adopt Results of the April 7, 2015 Election.

1.8 Adjournment Sine Die

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

RESOLVED, That the Board of Trustees adjourned sine die.

1.9 Seating of Newly-Elected Trustees

1.9.1 Administer Oath

Mr. Maguire asked for Mr. Klinedinst to join the Board. Mr. Maguire administered the Oath to Mr. Klinedinst and Mrs. Butler.

1.10 Call to Order

1.11 Roll Call

1.12 Resolution Honoring Betty Taylor, Spoon River College Trustee

Mr. Maguire read the following Resolution into record:

RESOLUTION HONORING
BETTY TAYLOR
SPOON RIVER COLLEGE TRUSTEE
1995 - 2015

WHEREAS, in November 1995, Betty Taylor was elected by the citizens of the Spoon River College District, Number 534, Counties of Fulton, McDonough, Mason, Schuyler, and Knox, as a member of the Board of Trustees and was subsequently re-elected for three additional terms, serving the College for nearly twenty years; and,

WHEREAS, Mrs. Taylor and her family have been integral parts of this institution spanning over forty-five years from the formation of Canton Community College, the predecessor to the current Spoon River College, graduating with honors with an Associates of Arts degree in 1964, and continuing education to her retirement from the Board of Trustees today; and,

WHEREAS, Betty Taylor has generously shared her leadership during her tenure by serving as a program advisor, board officer, and serving one term as Chairman of the Board of Trustees; and,

WHEREAS, Betty Taylor has continually shown her commitment to the advancement of quality education for the community, the students, the faculty and staff, bringing a unique perspective to the needs of the communities and the College; and,
WHEREAS, Betty Taylor has played a vital role in developing and promoting the College as an institution known and respected for quality and innovation, sharing her vision of service, stewardship, and common sense in the governance of the College over the past two decades; and,

WHEREAS, during her tenure, the College has made great advances in providing state of the art technology and facilities with renovations and a new building on the Canton Campus, a Community Outreach Center in downtown Canton, a new Havana Center, a new Rushville Center, renovations at the Macomb Campus and a new Community Outreach Center in Macomb; and,

WHEREAS, Mrs. Taylor has worked tirelessly for the construction of the Multi-Purpose facility that was originally planned when the Canton Campus was first built and which will come to fruition in the Spring of 2016; and,

WHEREAS, she and the Taylor family have continually been generous supporters of the Spoon River College Foundation helping to provide opportunity for access to a quality education for future students; and,

WHEREAS, with her retirement from the Board, the College will greatly miss her advice, counsel, and insight and endeavors to keep her as a member of the College community; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Spoon River College, in formal meeting herein assembled, extends its grateful appreciation to Betty Taylor and hereby bestows upon her the title of TRUSTEE EMERITUS with all rank and privileges pertaining hereto; and,

BE IT FURTHER RESOLVED that this RESOLUTION be presented to Betty Taylor and a copy of this document be placed in the official files of the Board of Trustees as part of the permanent record of the College and the State of Illinois and as a lasting tribute to the on-going accomplishments and contributions of Betty Taylor.

Adopted in regular meeting assembled this 29th day of April, 2015.

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

RESOLVED, That the Board of Trustees adopted the Resolution Honoring Betty Taylor, Spoon River College Trustee

Mr. Maguire said he has served with Betty for 20 years. 13 trustees have had the honor to serve with Betty, and a lot of things have happened at the College. Betty has always been a delight to work with and will be greatly missed but expect her back regularly. Gayle said since she has been on the Board, Betty has been the one who keeps the Board moving forward and she has done a great job with her service to the college, and we are all very grateful. Phil said who would have known a teacher he hired so many years ago would rise to this event.

Mrs. Taylor said I think you all know how I feel about SRC. It has been a real honor for her to serve on the Board and be a part of this family. She really appreciates all the hard work and dedication of everyone involved – the staff, the outstanding faculty, the administration, and, of course, her fellow board members. Everyone involved makes SRC the successful institution that it is. She said she wanted to give a special public thanks to Julie for all she does for all of the Trustees. Betty said she is happy and proud of all of the accomplishments that have occurred during her time on the Board, accomplishments that could not have happened without the diligence and efforts of many working together. Although she is stepping down, Betty said she still plans to remain involved and interested in all that is going on. After all, this college has been a part of most of her adult life. And, in leaving, Betty said she is handing over to Rick her ability to show some impatience when some discussions become too prolonged and words like “wordy,” “long winded,” “redundant,” come to mind. She trusts he will make the appropriate
motion. All kidding aside, Betty said she wishes all wisdom and common sense as you meet the many challenges ahead. Betty said it has been her pleasure. Thank you.

1.13 Election of Chairperson for a Two-Year Term

Mrs. Butler would like to make a motion to keep with the current slate of officers with Phil Murphy as Vice Chair. Mr. Murphy said he is not interested. Mrs. Butler made a motion to retain Dave Maguire as Board Chair and Mrs. Blodgett seconded the motion.

Following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees elected Dave Maguire as Chairperson for a two-year term.

1.14 Election of Officers of the Board of Trustees for Two-Year Terms:

Vice Chairperson

Mr. Schleich made a motion to nominate Rusty Melhouse for Vice Chair. Mrs. Butler seconded the motion.

Mr. Murphy made a motion to nominate Gayle Blodgett for Secretary. Mrs. Butler seconded the motion.

Following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees elected Rusty Melhouse as Vice Chairperson for a two-year term and elected Gayle Blodgett as Secretary for a two year term.

1.15 Appointment of College Treasurer for a Two-Year Term

Mr. Maguire said State Statute requires a non-board appointment for the Treasurer, and our Vice President, Administrative Services, Brett Stoller has served in that capacity.

Mr. Melhouse made a motion to appoint Brett Stoller as College Treasurer for a two year term. Mr. Schleich seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees appointed Brett Stoller as College Treasurer for a two-year term.

1.16 Appointment of ICCTA Representative and Alternate ICCTA Representative

Mr. Maguire every two years this appointment is made. He has been serving as the delegate and Gayle Blodgett has served as the alternate.

Mrs. Butler made a motion to retain Dave Maguire as the ICCTA Representative and Gayle Blodgett as the Alternate ICCTA Representative. Mr. Schleich seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees appointed Dave Maguire as ICCTA Representative and Gayle Blodgett as Alternate ICCTA Representative.

1.16.1 Report – ICCTA Representative

Dave Maguire presented the following report:
The Trustees Association held meetings yesterday and today in conjunction with the annual Lobby Days activities. At the Board of Representatives meeting, we discussed the community college strategy going into the remainder of the legislative session. While there are several issues before the legislature that we are monitoring, the Association focused on three key issues:

- **SUPPORT** the Governor’s Fiscal Year 2016 budget recommendation for community colleges
- **PRESERVE** local control of Illinois public community colleges
- **SUPPORT** increased funding for the Monetary Award Program (MAP)

These were the items discussed with legislators during today’s session.

During the Government Relations portion of the meeting, there was brief explanation about the process going forward on the baccalaureate degree granting proposal as well, update on legislation affecting community college procurement authority as well as a few other pieces of legislation.

Last night the Trustees Association was part of the recognition of the Phi Theta Kappa All-Illinois at an awards banquet where we recognized two outstanding students from Spoon River College. I will defer to President Oldfield for details.

The next meeting of the Trustees Association will be in June which includes the annual recognition for faculty, business partners, and other recognitions from the year. Friday morning will be new trustee orientation that occurs every other year. The Friday afternoon session will include a special panel with the Governor’s new Secretary of Education, Beth Purvis the new Chairman of the Illinois Community College Board Dr. Lazaro Lopez, Jeff Mays, the new Director of the Illinois Department of Employment Security and Tom Choice, President of the Illinois Community College Presidents Council

**Upcoming dates and meetings of interest:**

ICCTA Annual Convention and Board of Representatives meeting – Schaumburg, IL – June 5-6, 2015

Mr. Maguire deferred to our Student Trustee to comment about his Resolution. Josh Webb said he, along with many members from the Illinois student advisory committee, has been working on HB 35. Today it went to the House floor to be voted on, and it successfully passed. He got to hear it since he attended Lobby Day activities today, and he hopes it passes the Senate as well. Josh was also recognized from the House Floor by Representative Unes. President Oldfield reminded the Board that the Board took action on the Resolution at its February meeting. Other boards have supported it as well.

1.17 **Seating of New Student Trustee**

Josh Webb introduced Brendon Bauman, the newly elected Student Trustee. Josh said he met Brendon for the first time at an SGA meeting, and Brendon has been a very active member. Josh thinks Brendon will go far and would not want to pass the torch over to anyone other than Brendon. He’s exceptional.

Mr. Maguire administered the Oath to Brendon Bauman.

1.17.1 **Resolution Honoring Joshua Webb, Student Trustee**

Mr. Maguire read the following Resolution into the record:
RESOLUTION OF APPRECIATION
STUDENT TRUSTEE JOSHUA WEBB
2014-2015

WHEREAS, Joshua Webb served as Student Trustee on the Spoon River College Board of Trustees from April 2014 to April 2015; and

WHEREAS, Joshua was involved throughout his term in Board and College activities, representing the interests of students while attending Board meetings and College events, serving as an effective advocate in the role of the Student Trustee; and

WHEREAS, In addition to his duties on the Board, Joshua represented the College through his involvement with the Student Government Association, served as Chair of the Illinois Community College Board Student Advisory Committee, was a graduate of their premier Externship Program, and was further honored by being designated as one of a select group of students named to the Phi Theta Kappa Illinois-All American Academic Team.

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees of Illinois Community College District #534 gratefully expresses to Joshua Webb the appreciation and thanks of the entire District for his service on the Spoon River College Board.

Unanimously adopted by the Spoon River College Board of Trustees this 29th day of April, 2015.

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

RESOLVED, that the Board of Trustees approved the Resolution Honoring Joshua Webb, Student Trustee.

Mr. Murphy said he has been on the board four years and hasn’t seen anyone as involved and ambitious as Josh. Gayle said Josh has set the bar high for future student trustees, and Josh took advantage opportunities that will only continue to serve him in the future. Gayle presented Josh with a gift on behalf of the Trustees.

Josh said he didn’t prepare a speech but here goes his best. He bumbled through about every meeting especially the first one, and he was nervous. He has stumbled through every speech and report but through that he feels there has been growth, and he can never thank the Board enough for the opportunities, experience, and mentorship, and he is thoroughly honored to serve with each of you. He thanked the Trustees.

1.17.2 Administer Oath

Mr. Maguire administered the Oath to Brendon Bauman.

1.17.3 Report – Student Government Representative

Mr. Brendon Bauman presented the following report:

SGA groups from Canton and Macomb hosted Snapper Spring Fling events on Wednesday, April 22. Students and employees enjoyed a free lunch, games, and participated in a local business vendor fair.

Canton SGA collaborated with Canton Ingersoll Middle School Student Council in a spring clean-up day at IMS in celebration of Earth Day. The two groups worked together
on some spring cleaning projects on the IMS grounds, enjoyed pizza together, and discussed career planning.

Auditions for 2015-16 Drama scholarships are ongoing through the month of April. After a successful first “return” year for the Drama Program, preparations are underway to build on that success for the upcoming years. Also, the Drama Program is partnering with Many Lights Theatre in Canton to provide radio readers for the upcoming 100th-anniversary celebration of Edgar Lee Masters’ *Spoon River Anthology*. Individual readers will read selected pieces from among the more than 200 poems in the *Anthology*.

Student nurses had a kiss the pig fundraiser April 20th. Money collected was donated to Loaves and Fish of Macomb. The “winner” of the contest was Sara Miller, a second year nursing student on our Macomb Campus.

The Havana Center held a cookout on April 16. President Oldfield and Carol Davis were on hand to assist for the event.

Macomb Members of the Nu Delta Chapter of Phi Theta Kappa are conducting their fifth annual book drive to benefit the Macomb Public Library. Members have placed collection bins at eight locations in Macomb for the donated books.

78 new members were inducted to the Nu Delta Chapter of the Phi Theta Kappa Honor Society on Tuesday, April 14 at the Macomb Outreach Center.

Joshua Webb and Danielle Barnes were recognized for their achievement in being named to the All-Illinois Academic Team, which is a division of the All-USA Academic Team Community, Technical and Junior Colleges, and annually by Phi Theta Kappa, USA Today, and the American Association of Community Colleges. Danielle and Josh were recognized at the annual Phi Theta Kappa banquet in Springfield last evening.

The 10th Annual Car Cruise In and Tractor Show were held at the Canton Campus on Saturday, April 25. The event was hosted by the Alpha Gamma Tau Ag Fraternity and Phi Mu Tau Diesel Fraternity.

Members of the Canton and Macomb SGA groups attended Student Advocacy Day in Springfield today. Students were able to meet with local legislators and thanked them for their continued support of the Illinois Community College System.

1.18  Report - Spoon River College Foundation

Mr. Murphy presented the following report:

The last meeting was April 15. Josh Webb was on the agenda and reviewed his tenure on the Board of Trustees and reviewed his future plans. The Foundation approved a funding request from Sherry Rader for the Student Ambassadors Club. The Foundation decided to continue the Golf Outing at Wee Ma Tuk, and the date is July 31 this year. The Scholarship Committee met and scholarships have been awarded and are awaiting acceptance letters from students. Foundation board members volunteer to present scholarships to high school students during graduations throughout our district. 394 letters were sent to former alumni to reestablish contact and keep them informed of what is going on at the College. The alumni, when it comes to the Foundation, are what we rely on immensely. The Havana Center request for technology in the classroom has been approved. The Foundation is currently recruiting new Foundation Board members. The Community Chorus production of 25th Putnam County Spelling Bee is scheduled for June 5, 6, and 7 in the Theater in Taylor Hall. The Canton Rotary’s latest donation provided them a named endowed scholarship.
1.19 Report – Board Member Comments

Mr. Maguire said on Monday morning he had a call from former President Felix Haynes who had been in the area and saw the construction of new building. He has a son in the area and Felix resides in Florida.

1.20 Consent Agenda

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

RESOLVED, That the Board of Trustees approved 1.21 March 25, 2015 Regular Board Meeting Minutes; and 2.2.1 authorized the following payments for the month of April 2015:

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<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll (3 pays)</td>
<td>$777,044.43</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$579,608.09</td>
</tr>
<tr>
<td>Student Refunds</td>
<td>$167,246.25</td>
</tr>
</tbody>
</table>

**TOTAL:** $1,523,898.77

This item was approved under the Consent Agenda.

1.21 Approval of Minutes

1.21.1 March 25, 2015 Regular Board Meeting Minutes

This item was approved under the Consent Agenda.

1.22 Regular Board Meeting Schedule. The proposed Regular Board of Trustees Meeting schedule is as follows: meetings are scheduled for the fourth Wednesday at 6 p.m., except for the following: the November meeting because of the Thanksgiving recess, and the December meeting (at 5 p.m.) in order to accommodate the holiday schedule.

Mr. Maguire said the Board has to set its schedule upon reorganization.

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

RESOLVED, That the Board of Trustees approved the Regular Board Meeting Schedule.

2.0 PRESIDENT’S REPORT

2.1 Communications

President Oldfield thanked the Board for the opportunity to share news. Last week the student organization PEEPS spent a campus clean-up day along with the Ag students who did some work on the sunken gardens. Students cleaned up the grounds and raked leaves, etc. He thanked Amy Rutledge, Krista Winters, Jeff Bash, and Michael Woods for working with the students to organize these activities. A similar event occurred in Macomb last Friday as well. That work is appreciated, and Holly Norton worked to organize that Macomb event. Jim Sheff, Habitat for Humanity sponsor, organized a Clash of the Snappers event last Friday. There were a lot of students and faculty participating in the event, and it was a fun event. He appreciates Mr. Sheff and his work organizing the event. The funds raised went to the Habitat Chapter. The PTK dinner was last night and congratulations to Josh and Danielle who are both 4.0 students. It is quite an accomplishment. Both students are very busy and very involved in the college. He
also recognized Kay Norton and Becca Werland, PTK advisors for Macomb and Canton, who have done a lot of work with the Chapter and enhance offerings for the students. He also recognized Missy Wilkinson for her assistance in the award application process. She always makes sure we have solid nominations. President Oldfield said he was very impressed with the Lobby Day participation and recognized Brad O’Brien and Missy Wilkinson who were in attendance. The College has a lot to be proud of with our representation in Springfield. He thanked Brad and Jade for their efforts and appointments established in Springfield today. It was a very valuable, worthwhile experience.

President Oldfield addressed upcoming events: 3:30 tomorrow is the Celebration of Progress, Taylor Hall lawn which will include a brief program as well as tours of the multi-purpose building. The community is invited to attend. President Oldfield said he will recognize the Athletic Advisory Board. He will also have a moment of silence for former Representative Mike Smith for his legislative efforts in bringing this building to fruition. Senator Koehler will not be able to attend but presented the bill on the floor, and although he is unable to attend, he will have a representative present. Curt also thanked Larry Eskridge for his coverage of the facility. President Oldfield also reminded everyone that the President’s Reception is scheduled for tomorrow evening.

President Oldfield reported that next week we have two Appreciation Receptions scheduled which are being held in lieu of a dinner, as has been done in the past. We will recognize employees for years of service and retirees. The Canton reception is May 6 at 3:30, and the Macomb reception is May 7 at 3:30. All are invited.

Finally, President Oldfield said Commencement is May 16 at Cuba High School with a 1 p.m. ceremony and asked Trustee to be present for line-up by 12:15. Jason Parkinson will provide our Commencement Address. He is a graduate and is VP of a digital marketing firm in Peoria. We are very excited to have him deliver the Commencement message.

2.2 Business and Finance Report

2.2.1 Authorized the following payments for the month of April 2015:

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</table>

**TOTAL:** $1,523,898.77

This item was approved under the Consent Agenda.

2.2.2 Award a contract in the amount of $48,600 to Leander Construction from Canton, IL for Taylor Hall Parapet Wall Renovation. Funds are available from Protection, Health, Safety tax levy funds.

Mr. Stoller reviewed the bids received for this project. There is a lot of brickwork demolition involved, and the award is for Leander. Brett said we are required to accept the lowest acceptable bid, and BLDD has reviewed this process. Mr. Melhouse asked about the funding. Brett said we have the funds for this through the Life Health Safety from last year. President Oldfield said the taxes have been collected and these projects were identified a year ago. Gayle said these funds can only be used for this purpose. Brett said yes.

Following a motion by Mrs. Butler, seconded by Mr. Melhouse, and a roll call vote of unanimous approval, it was,
RESOLVED, That the Board of Trustees approved the award of a contract in the amount of $48,600 to Leander Construction from Canton, IL for Taylor Hall Parapet Wall Renovation. Funds are available from Protection, Health, Safety tax levy funds.

2.2.3 Award a contract in the amount of $12,900 to Northwest Restoration from Seaton, IL for Centers Building Parapet Wall Tuckpointing. Funds available from Protection, Health, Safety tax levy funds.

President Oldfield said this repair is not due to the membrane being perforated. The difference is that this is a leak occurring between the mortar of the bricks. The option is the more affordable rate to award the bid to Northwest. There were more bids on this project because it was more tuckpointing. The bid range was a little closer, however, Northwest was the lowest acceptable bid. Brett said this project is a little different than the Taylor project. The base bid is for 175 square feet of tuckpointing. If they get up there and only have to do 100 square foot, we get credit for the remaining square footage. The per square foot bid was included for anything over 175 square feet. Because the bids came in very low so we have funds remaining for other parts of the building that need tuckpointing as well. Dave said the recommendation is for Northwest Restoration for $12,900. Is there authorization for additional work.

Mr. Schleich asked if a square footage amount was identified by the architects. Brett said the total square footage was a part of the base bid. Brett said if we didn’t use the entire bid award amount we would identify other areas of the building to do more tuckpointing. Kent asked if this is an issue to be covered. Curt said this would be a part of a Master Facilities Plan for these types of projects. That would be the next project with bid awards next year. As we continue to work out of our Property Health Safety item, we would ask for the establishment of the levy in December.

Mr. Klinedinst asked about how bids go out. Brett said our architects handle the bids through job and plan boards. They can also directly contact contractors to make sure the bids are seen. BLDD is the architect firm. Rick said we assume Northwest is reputable. Brett said the bids came in on the 21st and the last week was spent checking references and other jobs. Rick asked if we always have to take the lowest bid or if we can take in-district bidders. Brett said if the bid is the lowest acceptable, we can’t. We are required by state procurement law to take the lowest acceptable bid.

Following a motion by Mrs. Butler to adopt 2.2.3 as stated in the agenda with the additional language that we authorize work up to a dollar amount of $10,000 at the per four square foot price of $56 as quoted in the bid. Mr. Murphy seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the award of a contract in the amount of $12,900 to Northwest Restoration from Seaton, IL for Centers Building Parapet Wall Tuckpointing. Funds available from Protection, Health, Safety tax levy funds.

2.2.4 Approve a three-year contract with ADP with a 0% increase the first year ($23,815) followed by 1% increases in both 2016 and 2017. The contract is effective May 1, 2015 through April 30, 2018, and funds are available in the Education Fund.

President Oldfield said we went with ADP last year, and Michelle is the onsite processor and Jamie is the back up. We upload payroll to ADP, and they process the payroll as well as vacation and sick time. Employees can access this through the portal. It is very successful for us and asking for a 3 year contract award. Mr. Murphy asked if employees are paid twice a month and if we have ever considered moving to a monthly payment. Curt said that would be a contract issue that would have to be considered. We no longer process paper checks; all payroll is direct deposit. President Oldfield asked Michelle
about a savings by going monthly. Michelle said there is a per payroll charge, so there could be some savings. The language would have to be negotiated with both unions. Curt said having been on a once a month payroll versus a two times a month, and he loves the twice a month payroll. Linda thinks twice a month is best for all concerned.

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

RESOLVED, That the Board of Trustees approved a three-year contract with ADP with a 0% increase the first year ($23,815) followed by 1% increases in both 2016 and 2017. The contract is effective May 1, 2015 through April 30, 2018, and funds are available in the Education Fund.

2.3 Institutional Planning

• Enrollment Management – Missy Wilkinson presented the following report:

President Oldfield has asked Missy ad Holly to presented information on the transfer process.

Missy reported that the Illinois Articulation Initiative (IAI) is a statewide transfer agreement among 100+ participating colleges or universities in Illinois. All colleges and universities participating in the IAI agree to accept a “package” of IAI general education courses in lieu of their own comparable lower-division general education requirements. Course-to-course transfer is not guaranteed. IAI courses are approved by general education curriculum panels and major panels. Panels include twenty-six members comprised of faculty, academic officers, deans, and transfer coordinators from community colleges, public universities and independent institutions. SRC currently has 3 faculty members and 2 administrators participating in various panels. The IAI approval process includes the initial approval, modifications, and reviews. Currently, SRC has General Education Curriculum approval (70 courses) as well as 22 major courses. SRC utilizes ICCB’s Form 13 to confirm the transferability of non-IAI approved courses. Form 13, along with the course syllabus, are sent to 5 different Illinois universities for review of new or substantially changed courses. The university determines if and how the course will be articulated (e.g. direct equivalent, major/department elective, or general elective). Form 13 or documentation of IAI status are to be reviewed and updated every 5 years. Missy also reviewed 2 + 2 agreements. SRC offers graduates the opportunity to complete a bachelor’s degree through agreements with various partnering colleges and universities:
  o Eastern Illinois University
  o Franklin University
  o Methodist College of Nursing
  o Midstate College
  o Robert Morris University
  o University of Illinois
  o Southern Illinois University
  o Western Illinois University
Missy also reported on transfer data and explained that in 2015 we have 53.36% of our students who come to us with the intent of transferring once complete. Our top transfer institutions (based on transcripts sent by SRC) are:
  o Western Illinois University
  o Illinois State University
  o University of Illinois, Springfield
  o Southern Illinois University, Carbondale
Missy shared the following testimonials from students:

“I have found that my transition from Spoon River College to Illinois State University has gone as smoothly as possible. I have kept the same academic standards for myself and have branched out and met many incredible people during my time here.” Another student shared: “All of my
credits from Spoon River transferred to Bradley University. I was able to start my Bradley career as a junior and begin with 300 and 400 level courses.” Missy said this is the goal! She asked if there were any questions.

Mrs. Butler asked about percentage of students who plan to transfer – does this include everything. Missy said yes, regardless of their areas. Randy Greenwell said the concept of transferability is rather convoluted. Any certificate or degree can transfer. The purpose of IAI was put in place for students who didn’t get a degree. IAI was intended for students who wanted to transfer but maybe not finish a degree. IAI says courses transfer and offers students a recourse should difficulties occur. Dave asked if IAI pertains to dual enrollment. Holly said we gear high school students towards IAI because it will only help those students. Dave asked if we have several students who go from dual enrollment and skip SRC and go to a university. Randy said yes. In fact, there is some work being done right now that would limit dual credit offerings to only IAI courses or Pathway courses. Some private institutions have offered courses, Quincy University, for example, free offerings, but the problem is those courses would only go to Quincy University, so they worked to capture the students, and that is not in the best interest of those students.

Mr. Klinedinst asked about transfer to other colleges. Where do Canton students transfer? Missy said the Canton students mainly transfer to ISU and Macomb to WIU.

President Oldfield thanked Missy and Holly for their report. Gayle asked if a student comes and decides to transfer and takes courses with the exception of two or three things and does not finish at the university, what timeframes are involved with a situation like that. Can they come back in 7 years and those general requirements are still good. Randy said yes, but there could be exceptions in those timeframes in nursing and pharmacology. Gayle said career programs have more crucial timeframes. Missy said we usually go with 5 years for students when they start. If they come back later, they fall under new degree requirements.

President Oldfield said credits never expire but may require some additional coursework. Holly said there is also the option of reverse transfer.

- Facilities Update – Brett Stoller presented the following report:

Mr. Stoller reported on the multi-purpose facility and said they poured the gym floor last week in 6 hours. The contractor also has about 3 ½ outside walls complete. In the next couple of weeks they will be working on roofing insulation, concrete completion, and the remaining block walls around the gym. We had a meeting last week about Art in Architecture, and he deferred that report to President Oldfield.

President Oldfield said as a requirement of the State project, we are required to have a certain percentage of the total set for Art in Architecture. That is identified for about $20,000 that we will set aside, and the location that we chose for the project is the front entrance tall wall. We ask the artist to provide a proposal that will have 3D art placed on the wall. Measurements were taken, and the RFPs will be reviewed and narrowed to 3 or 4 artists who will be paid to provide a markup. The committee will jury the mark up and the decision made. It is about an 18 week project timeframe. It will be interesting to see what kind of art we receive. Mrs. Butler asked if this is a decision made by the administration. Curt said it is actually a CDB approval and award. Curt is representing the College on that committee. CDB will submit to all of the different art groups, such as the Central Illinois Arts Council, an RFP for the project. Artists will submit based on the RFPs. Linda asked if we can ask for public comment on the proposals. Curt said that’s not really a part of the process, but it is a public meeting. There isn’t display time factored in. Brett said it is a very fine tuned process. Linda asks because it might be nice if Betty had some input in the Art in Architecture. It is a public meeting, so we will have to post the information for that meeting.
President Oldfield said tomorrow, for the Celebration of Progress, during tours people will have to wear hard hats and have to wear closed toe shoes.

- Community Outreach/Workforce Development Report – Carol Davis presented the following report:

**ECONOMIC DEVELOPMENT**

**Job Fair**

- The “Get Growing” job fair was held this morning from 9-11 a.m. at the Donaldson Center at Wallace Park. Currently, there are 16 employers and 6 service agencies registered. This event is sponsored by the YWCA, CareerLink, Spoon River College, Canton Park District and the SRC Office of Community Outreach in partnership with WBYS, the Canton Daily Ledger and the Fulton County Democrat. 70 people attended, and we do know that at least two individuals have interviews scheduled.

- The College received a “suspension letter” on the DCEO Digital Divide grant currently in place. While the loss of the grant for the fourth quarter impacts programming, Velvet Powell and the Coordinators were able to continue to offer scheduled services through other grants. The letter states that this is a suspension for state budgetary reasons only.

**ADULT EDUCATION**

- On April 15, Melissa Koke, Susie Berry, and Chad Murphy met with Dena Weth of Career Link #15 for a program monitoring visit for the Out-of-School Youth Program administered by the Adult Education Department. Dena expressed that Career Link officials continue to be pleased with the SRC program, stating, “The Spoon River College program is golden!” Representatives from Career Link have asked adult education staff to share the structure of the program with other community colleges, as well as, mentor those colleges as they start programs themselves. Currently, SRC staff has worked with representatives from Heartland Community College, Illinois Central College, and Black Hawk College East Campus.

**COMMUNITY OUTREACH**

- Community Outreach served approximately 354 students in April. Our top three enrollment categories for the month came from our Retiree Program with 169, Workforce training with 55, and Job Skills with 48.

- These numbers do not reflect the job fair numbers from the Wednesday morning job fair in Canton. Our enrollment is currently up by about 120 registrations from Spring of 2014.

- The Canton Retirees Learning Institute this month hit a record of 150 attendees including paid registrants, vendors, volunteer fair reps and staff. An RLI was also held in Rushville this month with 12 in attendance.

- Pearson VUE numbers continue to rise at the Macomb Outreach Center. We now have five employees certified to assist as needed on testing days. Velvet was just certified.

- Community Outreach Staff were given the task of securing Businesses for the Business fair at the Macomb Snapper Bash. Erin was able to arrange 11 businesses to attend and all gave positive feedback about the experience.

- Thanks to our Partnership and Grant with Goodwill we are continuing to offer Job Skills classes across the district. We recently were able to provide training to 18 High school students in Havana. We have served approximately 76 through this program so far in 2015. We receive $15 per person for these classes.

**HAVANA CENTER**

- Stephanie Howerter has been elected to serve as a board member for the Chamber of Commerce Board and the Havana Public Library. She is also a member of Coordinating Council (meeting of social services that serve Mason County).

Carol said we are gearing up for the Summer Youth Program this summer. She shared pictures from previous programs.
President Oldfield thanked Carol for her report and for her staff support as well.

Dave said at the MOC, SRC had the opportunity to host the Secretary of Transportation. This was held in the Conference facility.

2.3.1 Approve the appointment of Colin Davis to the position of Director, Foundation, effective May 4, 2015, at a salary of $55,000. This is a full-time, Professional Support position.

President Oldfield said Colin is present this evening fresh off of the baseball field. He serves as the assistant baseball coach at Canton High School. Colin was successfully selected through the search and Curt thanked the Foundation Board for their time and efforts as well as Mr. Murphy who also served on the committee.

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

RESOLVED, That the Board of Trustees approved the appointment of Colin Davis to the position of Director, Foundation, effective May 4, 2015, at a salary of $55,000. This is a full-time, Professional Support position.

Colin said he appreciates the Board’s confidence and the support of President Oldfield.

3.0 ADDITIONAL ITEMS

Brett introduced Katey Kohler who was approved for the Accountant position last month. She filled the position vacated by Megan Kelly.

Mr. Klinedinst said he would like to see two items each month: Finance Report and Strategic Plan. He would like the Board to be forward thinking and receive regular updates on both of those items. Dave said we had originally planned a review of the Strategic Plan tonight but because of the nature of this evening’s business (reorganization), that item was deferred to the May meeting. Dave said finance is very important as well and Brett always asks the Board what we are looking for. Dave said June and July come pretty quickly, and there will be a Retreat scheduled in July. Gayle said a thorough financial review is included in the Retreat. The Strategic Plan is reviewed as well. In between those reviews, we have updates and discussions on finances. President Oldfield said the budget process has started internally. Linda said we do have several meetings per year when the budget is addressed. Dave said we are also obligated to a bond review discussion. Dave said we are also watching the legislature very closely and what can be the result of the fallout from the College of DuPage and how that will impact ongoing financial issues. Curt asked if Rick wants specific issues. Rick thought there would be monthly discussions of the financials, and he will be meeting with Brett. He appreciates the Board’s patience.

Mrs. Butler commented that oftentimes we bemoan that we are the little guy out in the middle of nowhere but in light of the issues with the College of DuPage, that isn’t a bad thing.

Dave reminded the Board to assemble for a group picture following the meeting.

4.0 CLOSED SESSION. In accordance with the Illinois Open Meetings Act, Section 2 (c), the Board of Trustees will adjourn to Closed Session for the purposes of paragraph 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 3) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

Mr. Maguire said there was not a call for Closed Session.
5.0 ADJOURNMENT

Following a motion by Mr. Melhouse, seconded by Mrs. Butler, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, April 29, 2015 adjourned at 8:19 p.m.

__________________________________
Dave Maguire, Chair

__________________________________
Date

___________________________
Gayle Blodgett, Secretary