

BOARD OF TRUSTEES PLANNING RETREAT MINUTES
Wednesday, January 26, 2022, 10:00 a.m. – 4 p.m.
Macomb Outreach Center, Rooms B and C
2500 East Jackson, Macomb, Illinois

Present: John Biernbaum, Linda Butler, Jerry Cremer, Dave Maguire, Kevin Meade (arrived at 11:30), Phillip Murphy, and Kent Schleich (arrived at 10:20 a.m.), Mary Toothaker was absent. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Holly Norton, Andrea Thomson, Colin Davis, and Julie Hampton.

Time: 10:01 a.m.

President Oldfield welcomed everyone to the Retreat. He said that the Macomb facilities design update will be first on the agenda today. The architects are with us via Zoom this morning.

- Macomb facilities design update – Carl Drafall and Will Schenck, Hastings and Chivetta Architects

Carl thanked President Oldfield and said they have been working with SRC staff and wanted to provide the Board with an update on the design. Will Schenck is the designer on the project. Will reviewed the exterior rendering of the Macomb facility. He reviewed the conceptual site plan as well. They propose to try to bring in some greenery to the parking lot to break up the concrete feel. Will provided various views and images of the proposed floor plan.

Mr. Biernbaum said that we are in the design phase but we are in a budget conscience environment, and he doesn't know the last time an architect hit a budget estimate accurately. He is extremely skeptical that this project will be estimated correctly, respectfully. He will be happy to be wrong when this does hit the estimate, but he remains skeptical. Mr. Biernbaum said the proposals look great. Carl said this market is not great for trying to make predictions. Carl said they typically use an independent estimator who they have worked with for over 20 years and they feel does a great job. Will said the use of 3D does aid in their estimates. JB asked that the estimators take in to account that this is Macomb, and not a larger surrounding community. Mr. Cremer asked about flooring and asked if tile could be considered in classrooms and offices instead of carpeting. Will said an interior finishes committee meeting will be held next week, and ceramic tile is being considered in some areas, specifically restrooms. Will said the carpet tile would be the easiest to maintain and acoustically beneficial for classrooms as well as most readily available. JB asked about the sky lights. Will said they would be cut in. Jerry asked about the northeast corner room that is storage. Will said there is a 600 square foot storage near the restrooms. All of the nursing labs have storage rooms right off of those. There is a lot of storage in the back northwest corner. Labs have storage built in to each of those spaces. JB asked if furniture is a separate cost. Carl said yes. Mr. Maguire asked about HVAC and the electronic backbone. What does that involve? Carl said the mechanical engineers are out of Chicago and have not been involved much detail yet because the design could vary. The initial RFQ included exploring geothermal. Carl said a VRF system was discussed, but he would have to follow up with the engineers. Brett said both the college and the architects have submitted a request to CDB about the lead. Dave asked about the HVAC and also the technology backbone because servers and providing electronics to classrooms and how the next 5 to 6 years will change. Carl said there are conversations about just that, and there has also been a designer meet with the college's CIO. We will certainly have that addressed and also plan for great WIFI coverage as well as specific technology for various teaching spaces. President Oldfield said as each classroom has been reviewed, technology needs and potential enhancements and future needs have been discussed.

Dave asked about the timeline for design. Carl said as soon as they have some answers from CDB they will be able to update. The hope was to complete design work by mid-year, and that could still be a good target timeframe. President Oldfield asked about a worse-case scenario of we have to go with lead, would that involve a 6 month delay. Carl they are trying to consider the end product with the layouts, etc., and they are careful to not get too far ahead on the engineering side. Once that information is received from CDB, they will work to finalize. President Oldfield said we are at a major juncture at this point. Brett said that this is an issue with CDB, and they had a lot of their higher end folks retire. Everything is taking a long time. President Oldfield said the message is for the Board to be able to say

they have seen plans for the space and more details are forthcoming. President Oldfield thanked Carl and Will for their work with our employees on the research and trends for the planning of the space. From an owner perspective, the architects have done a very nice job coming in and planning and making adjustments. He thanked them for joining the Board today.

President Oldfield thanked Brett for making the arrangements with the architects today. Mr. Biernbaum said he can't stress enough the importance of the estimate and the project management. President Oldfield said Brett has a lot of experience working on projects and meeting the budgets. JB said it is important to manage expectations. Mr. Cremer said from a timeframe standpoint, we are at the mercy of the State. President Oldfield agreed. Mr. Murphy said what was presented today looked very good.

- COVID planning and changes – President Oldfield reported that we are doing testing for all employees and all students regardless of vaccination status for the first two weeks of the start of the semester. Only the Canton Campus is a community testing site for the College. Our Canton testing location is the only location for Shield in the western part of Illinois. All other locations are only testing students and staff. He showed the Trustees the page on the website that addresses testing. If you get a positive test and are fully vaccinated, you wait 5 days before you return to campus. Andrea said CDC guidance is 5 days regardless of vaccination status. Once back, 5 days masking is required. We require masking at the College. All information can be found on our website. President Oldfield said this information is updated regularly. He also reported on HB2778 which is the employee absence issue. Once that passes, it will also go into effect. That will probably be a couple of weeks. We will follow the requirements in the Bill. This Bill is for all higher employees who have missed work due to COVID but are fully vaccinated who will get their sick days reimbursed. Mr. Maguire said there was a question about how far back and what the benchmark is. President Oldfield said the media says the beginning of the school year and other word is the start of the fiscal year. He anticipates a State-wide date will be established and that language in the new bill and be July 1. President Oldfield said the Canton Campus testing site is only for asymptomatic individuals. Operationally from the classroom, we are pretty much where we were in the fall but have seen a decline in online. About 70% of our classes are face to face.

Mr. Biernbaum asked how many employees are double dipping and doing their regular job and also have COVID responsibilities. Andrea Thomson said there are three. President Oldfield said contact tracing is no longer being done by the State. Colleges and K-12 are responsible for contact tracing now. It is an additional burden. If there are concerns expressed, please let people know we are doing our best and ask for people to protect themselves, wear masks, wash hands, etc. Mr. Biernbaum thanked Andrea and said to pass along to Missy Wilkinson and Melissa Miller that he appreciates all of their work and what they are doing. President Oldfield reviewed athletics and what we are doing when we have positive athletes or have played a team with positive athletes.

- Board expectations for HLC visit – President Oldfield said it is time for our visit. Yesterday Julie sent a newsletter to the Trustees that was also sent to all employees. Every 10 years we go through this process. This visit will occur the 7th and 8th of March, and President Oldfield said he anticipates a meeting with the Trustees on the evening of March 7. Once we have the schedule from HLC, we will schedule with the Trustees. President Oldfield said we are in the Open Pathway, and he showed the Trustees where to find information on The Higher Learning Commission website. He asked the Trustees to concentrate on Criterion 1 and Criterion 5. Criterion 1 is the operations and organization of the institution and talks about the Mission. 5 talks about Governance, Finance, and operations. The Board's role in Criterion 5 is the budget process. Mr. Murphy asked if they will meet with the Trustees individually or as a group. President Oldfield said as a group. Mrs. Butler asked about a timeframe for the meeting on the 7th. President Oldfield anticipates a couple of hours that evening.
- Working Lunch here –
- Instructional Services Update and Future Plans –
 - Transfer – Holly Norton presented the following report on Transfer:

Concentration Review Update

- Last Summer I introduced a new 5-year review process that would mirror the ICCB program reviews. 27 concentrations will be reviewed and involve the FT faculty members within the discipline.
- FY21-22 – Business, Criminal Justice, Geographic Information Systems, Health Science, History, and Political Science
 - Updates have already started to occur based on these reviews –
 - Courses have been deleted, updated, and some have been suggested for IAI submissions.
 - Concentration in Geographic Information System is deleted and a Concentration in Geology was added
 - New concentration areas have also been suggested - Philosophy, Computer Science, Religion
 - Each review will be presented to the Curriculum Committee Meeting when completed.

Partnerships

- WIU – Education – We are currently working on developing a partnership with the WIU education department in Elementary Education and Early Childhood Education. This agreement will be similar to a 2+2 agreement and will begin in Fall 2022. This is the most communication we have had with the WIU education department in several years...thanks to Eric Sheffield.
- SIU –
 - Business – SIU has recently reached out with agreements/transfer guides within several areas of Business including – Accounting, Analytics, Finance, Management, Marketing, Logistics, and Small Business Management,
 - Saluki Step Ahead – allows place-bound transfer students to complete a baccalaureate degree completely online in Accounting, Business & Administration, Criminology & Criminal Justice, Health Care Management, Psychology, and Radiologic Sciences. In becoming a partner institution, our students may also qualify for an annual scholarship and be able to complete their degree without leaving the area.
- Transitional English – similar to Transitional Math we will be working with district high schools to meet our responsibilities
- University of Illinois & iTransfer – 2022 Symposium to Enhance Transfer Opportunities in Illinois
 - SRC has been invited to host.
 - The symposium is directed at transfer advisors and helps them learn more about our transfer institutions and their various programs.
 - At this point, we will be inviting WIU, SIU-E, U of I, and ISU along with CSC, LLCC, JW, and BH

Early Childhood Education Consortium for Equity – ECE Gateway Credential

- Purpose is to serve the needs of the incumbent early childhood workforce the employers and to advance racial equity while meeting the needs of employers by streamlining, coordinating, and improving the accessibility of degree completion pathways for upskilling and the sustained expansion of educational pipelines.
- All public universities and community colleges must be members.
- Must also be Gateway credentialed within the ECE discipline, which we are not so this will be our first initiative while also participating in the consortium.
 - Align our coursework to the Gateways Credentials
 - Illinois Department of Human Services Bureau of Child Care and Development

Developmental Education Reform Act (DERA)

- Recommended placement criteria must be in place by 5/1/22 (completed)
- Implementing the Co-requisite model (place and complete gateway course w/in 2 semesters.
 - Currently using the co-requisite model in ENG
 - Currently we only offer one semester of RDG

- Need to implement in MATH
 - Must submit institutional implementation plan by 5/1/22
- Report findings every 2 years beginning 1/1/2023

- CTE –
- Community Outreach –

Brad O'Brien presented the following update:

February is CTE Month:

- Advertising Celebrating CTE Month
- Radio Interview with faculty (AG and Healthcare) February 7
- CIS Advisory Meeting February 17
- Culminating on March 1 with Ag Advisory Meeting and Career Programs College Visit Day. The Ag Advisory Committee will meet early that day and be present for the Visit Day.

Agriculture

- New full-time instructor, Allyson Smith
- Strong crop and soil science background
- Experience in hands on Animal Science Lab with Dr. Hoge at WIU
- Experience working with livestock on the University Farm.
- Plans to reach out to Dr. Hoge and area producers to partner for sites to do livestock hands on labs.
- Has attended the section 12 FFA teacher's meeting.
- Has been asked to judge the section 12 Ag Ed contest on Thursday evening.
- Plans to attend the Farm Bureau annual meeting in February.
- Plans to attend the Illinois state FFA convention this summer.
- Plans to revive PAS and investigate starting a collegiate farm bureau group.

Commercial Driver Training

- The Federal Motor Carrier Safety Administration's Entry-Level Driver Training (ELDT) regulations will take effect on February 7, 2022 and will serve to enhance the safety of commercial motor vehicle (CMV) operations by establishing new minimum training requirements for commercial driver's license (CDL) and passenger (P), school bus (S), and hazardous materials (H) endorsement holders and applicants.

Key Requirements

- These changes require CDL holders, and P, H and S endorsement holders to successfully complete a mandatory theory (knowledge) and behind-the-wheel (BTW) training program. Training must be provided by an entity listed on FMCSA's Training Provider Registry (TPR). The State Driver Licensing Agency (SDLA) will be required to verify the entry-level driver has completed the required training before allowing the driver to proceed to the next step.
- In addition, all driving schools providing training are required to register their program with the FMCSA and self-certify that their program meets or exceeds all ELDT requirements and all federal, state, and local laws.

Diesel and Power Systems Technology

- Enrollment is down from SP20 but demand still remains strong from employers.
- Like other industries, businesses are hiring warm bodies without training and training on the job.
- Instructors continue recruiting efforts and business outreach.
- High Schools are loosening policies and seem to be allowing us back in the school more than last spring.
- New interest from West Prairie High School which is bringing 15 students to tour the program.
- Program will benefit greatly from the EDA grant with enhancements of the Votec Building to modernize the look of the program.

- New equipment purchased with the EDA grant will also modernize the technology used in teaching the program.

Medical Laboratory Technician

- Notified this fall that we are a candidate for accreditation with the National Accrediting Agency for Clinical Laboratory Sciences.
- This allows students to sit for the national certification exam.
- Site visit will be held sometime this spring. We are currently waiting for NAACLS to set those dates.
- Lab upgrade is on track for this summer.

Welding

- Dual Credit enrollment in Welding programs remain strong.
- Currently offering 2 dual credit sections and 1 traditional evening section in Macomb.
- We hired a new adjunct instructor in the fall. Allysia Adams has worked in industry and comes to us with many years of welding/manufacturing experience.
- Staffing

Healthcare Program Enrollment

- Allied Health
- EMT
- Nursing Assistant
- Nursing

These careers all fall within the top 25 careers in both of our workforce areas.

Strategies

- Advertisement Campaign Corresponding with Fall 2022 Registration
- Summer Bootcamp Trial for Nursing Students
- Continue work on retention and communication activities.

Looking Ahead:

Diagnostic Medical Sonographer

- This was an area discussed in July.
- We have found many challenges with actually starting a new program in this area. (credit hours, accreditation, prerequisites, no radiology program)
- We have talked with folks at ICC which is also considering a program to discuss possible partnerships.
- We have also been in talks with folks at SIU which has a bachelor degree in this area about possible articulations.

Macomb East

- Programs being developed for the new space at the Macomb East facility
 - ✓ An addition of Robotics component to advanced manufacturing.
 - ✓ HVAC

Robotics Technician

- Addition/enhancement to Advanced Manufacturing program of study.
- Median pay in 2020: \$28.75 per hour.
- Overall employment of Robotics Technicians (Electro-mechanical Technicians) is only projected to grow 3-4%. This is due to the current variances seen in overall manufacturing projections.
- This would also include incorporation of mechatronics and process control.
- Students can test for certifications with the International Society of Automation and the National Institute for Certification in Engineering Technologies.

Based at Macomb East Campus upon renovation completion

HVAC Technician

- While an Associate's degree is not required, employers prefer to hire applicants with some post-secondary education of those who have completed an apprenticeship. Programs should generally last from 6 months to 2 years.
 - Median pay in 2020: \$24.32 per hour.
 - Employment is projected to grow 4% by 2029. This is about as fast as average for all occupations.
 - Although some states do, Illinois does not require HVAC Technicians to have a license.
- Based at Macomb East campus upon renovation completion.*

ICCB Approved Programs Producing 100+ Completers Annually

Program	SRC Degree or Certificate	Program	SRC Degree or Certificate
Agriculture Business Management	Yes	Graphic Design	No
Agriculture Production	Yes	Dental Hygiene	CSC Agreement
Computer Information Systems *	Yes	Health Information Management	Yes
Cosmetology	No	Medical Coding	Yes
Culinary Arts *	Certificate	Medical Assistant *	Yes
Manufacturing *	In process	Physical Therapy Assistant	No
Design Technology	No	Emergency Medical Technician	Yes
Early Childhood Education	Yes	Radiology	CSC Agreement
Paralegal	No	Phlebotomy *	Yes
Criminal Justice	Transfer Program	Registered Nurse *	Yes
Fire Science	ICC Agreement	Licensed Practical Nurse *	Yes
HVAC	In Process	Nursing Assistant *	Yes
Industrial Maintenance *	In Process	Small Business Management	Yes
Auto Mechanics *	No	Operations Management *	No
Diesel Mechanics	Yes	Accounting *	Transfer Courses
Welding	Yes	Administrative Assistant *	No
CNC	In Process	Human Resource Management	No
Commercial Driver Training *	Yes		

*Denotes career listed among top25 in our workforce areas

Community Outreach/Workforce

- President Oldfield serves on The Central Illinois Community College President's Partnership. This is made up of Presidents from Heartland, ICC, Illinois Valley, Lake Land, Parkland, Richland, and Spoon River College.
- As part of this partnership, Brad has been nominated to serve on a Regional Workforce Development Task Force and Velvet has been nominated to serve on a Regional Employee Retention Task Force.
- We reached out to our large manufacturing partners in the early fall to determine what their needs are currently and how we can assist them.
- Pella responded that they always appreciate our assistance and look forward to continuing partnerships. They could not think of anything at this time that we could do to assist their needs for people.
- NTN responded that they have several positions open and would welcome any help with spreading the word about their open positions. They acknowledge that they have to hire candidates with very little experience. Due to current market condition.
- Yetter Farm Equipment responded that recruitment is their greatest challenge right now. They also acknowledge that they have to train on the job. However, they are finding their biggest current challenge to be finding candidates who "want to work" and "will show up."
- Outreach has shared job openings and needs on social media. We have held job fairs on site for Dot Foods, Dame Fine Coffee, Yetter Farm Equipment, All Seasons Roofing, Nature's Grace and Wellness, and Pella. This service has been offered to our other industry partners as well.
- New Programs in Outreach
 - 12 month Certificate program began this month for City Management Employees. 31 total participants
 - Canton: 16

- Macomb: 8
 - Geneseo: 6
 - Chillicothe, Flora, Hampton, Vandalia, and Roanoke each have 1 enrolled.
- Cannabis Education: 75 people attended our free community workshops to introduce cannabis education to our communities. Our first Cannabis Education Class begins on February 8th. Our goal was 5 people in the first class. We currently have 7 students enrolled.
- Manufacturing/Service Employer Needs – President Oldfield said as employers come to Trustees expressing needs, we need to stress that we need the people to enroll and become students. Really, it is a work and earn process. The Coop programs from the 70s is very similar to what is needed now. We need to find a way to blur the line between school and work.
- Finances Update –
 - Mid-Year Budget review (revenue/expenses) – Brett presented the review and reported on State payments, and there are no delinquencies. The Revenue and Expense Comparison numbers come directly out of the financials that the report receives every month. We have received 80% of expected revenues for the year and have spent 46% and are on the same path as last year. The Operating Revenue (Ed, Building, and Maintenance funds) show the sources and percentages received is at 80% of property taxes. That is what is driving the surplus at this point. Overall, we are at 79% versus 76% last year. President Oldfield reported on Vistra and said that Duck Creek and Havana agreed to a step down in tax, and yesterday and Monday, Vistra held webinars for those two facilities. The plan is to add solar panels to Duck Creek and that will result in a slight increase. Havana will become a battery storage facility, and that would be ready by the fall of 2024.

Brett presented and reviewed the Operating Expense Comparison. Overall we are at 46% of what we expected to spend. He feels comfortable that going forward that will continue to carry through. We always very conservative during the first quarter. The balance sheet for the end of the year includes the \$3.5 million bond, and we have used and repaid that fund. The match for Macomb East is also there.

Brett reviewed the Investments as of December 31, 2021.

Mr. Schleich had commented in how inflation impacts our actual costs, and he said he is sure Brett is considering that. Brett said we are 75 – 80% salaries and benefits, and that is our inflation. Our challenge is there with what we can do versus what people expect. Our material costs are minimal. President Oldfield said the Feds are expected to raise interest rates. We will see that when we bond. That bond process could be delayed based on the delays created by CDB.

- Bond Review (update) – Brett provided the Board with a review of the current Bond schedule. He also reviewed the bonding authority as of January 1, 2022. Discussion followed about the timeline of bonding for Macomb East.
- Departmental Budget Review (discussion) – President Oldfield said this came from a question from Dave Maguire last fall about departmental budgets. Brett provided information from summary reports that is provided to the Trustees. The Financial Statements and Supplementary Information report has the revenues and expenditures broken down to show how the funds are spent. The detail is provided the same as it is provided in the budget. Dave said there is no intent for the Trustees to review the entire documents, but the Board needs to know how the report comes together that is presented each month.
- Facilities update (update) – Brett reviewed the list of Potential Facilities Projects. Brett said the big project is Macomb East. There are four projects scheduled for Summer 2022: renovate MLT lab, Canto tuck pointing, ballfield press box (currently underway), and ballfield concessions/restrooms. The Canton parking resurfacing project is one that the State asked for deferred maintenance projects, and BLDD assisted with this for resurfacing Canton. An eventual project in Canton is the

upper lintel replacement on buildings. Brett reviewed that project and said there are bricks that are cracking and needing attention. His preference would be to take those bricks down and replace with metal panels, which would be more affordable and also decorative. Brett also reviewed the funds that are available. President Oldfield said the EDA grant projects are not included on this list. Brett said he also has a little over one million dollars listed for the remainder of the Macomb East parking lot for the deferred maintenance projects. Mr. Maguire asked if there are another projects on a list from Brett. President Oldfield said that Linda Butler had mentioned signage for the Havana Center. The donor appeal for more glamorous projects is better. President Oldfield said he has a list for those types of projects. Mrs. Butler asked from a President's perspective, if in fact we get to the point where we don't have any major projects, what would he like to do with funds. President Oldfield said unmet needs that we have is that he expects that we will outgrow the CTE space in Macomb East. We will need an additional facility for that growth. The market is right in Macomb, and we need to look at future growth. President Oldfield said part of our Ag issue is that it doesn't have its own facility. Where our Maintenance Building is now is where our Ag Department should have been placed. We need to get our own standalone Ag facility in order to be competitive. We also have the auditorium addition to our MultiPurpose Building.

Mr. Schleich said in the discussions in Ag, have we broken down what some of these other places have with enrollment, etc. Brad said he has. President Oldfield said he anticipates that that is something Allyson will be doing. We will identify what makes us unique.

- Negotiation timeline (update) – President Oldfield anticipates that we may see a pretty hefty request for pay increases this round. Andrea said we have about half of our Classified Staff who are at minimum wage. We will probably see a push to get to \$15 and then have senior staff at a pay rate at what a new hire would start. We are then looking at Professional Support at an exempt rate that is close to what a Classified Staff is at. We have a real wage compression now. Andrea said we also have issues with Master's Degree starting faculty with no teaching experience. Mr. Schleich asked where that comes in to play with new offerings. Are we prepared to handle those things in a fiscally responsible manner? President Oldfield said we will have to have some realignment. Brett said he has been here 18 years and our credit hours are probably less than half of what we were then, and our number of faculty, advisors, front line folks, are the same. We have seen reductions in part-time numbers, but that is it. Staff numbers have not changed. President Oldfield said we anticipate the negotiation request in March from the unions.
- Tuition and fees (discussion) – Brett said when we look at projecting next year's budget, he reviewed those things that we do know. He reviewed taxes and said the EAV is going up a little. ICCB funding is in at this point as level. Our replacement taxes are expected to go up. Interest is down because we don't have the funds for the HVAC projects. As far as salaries, he put in 2% to have something in there. For insurance, we did a two year with Blue Cross Blue Shield and that ends December 31, 2022. He projected 5% for insurance. He put in a reduction of \$150,000 in operating expenses. His assumption for tuition is level from this year. That being said, this shows a \$400,000 shortfall. With CARES Funds, currently, we have been able to reimburse ourselves for lost revenues. When we can't do that, there will be issues. Brett then presented tuition options. A discussion followed.
- Board Travel Budget (update) – President Oldfield said the Board starts the budget process by providing a review at the January Retreat and then adopts its budget in March. A discussion followed, and it was proposed to leave the Board's budget as is for the next fiscal year.
- Student Services Updates –
 - Spring Enrollment/Fall to Spring Retention
 - Student organization/engagement
 - Trio Grant Implementation
 - Athletics Update –

Brett provided a review of the Spring enrollment report. As of yesterday, we are down in headcount by 10% but Brett said Credit Hours is more important and down 7% from last year. In FTE we are down a little over 7%. Retention is a bright spot for us because our retention continues to climb. Mr.

Biernbaum asks what we attribute that increase to. President Oldfield said the faculty as well as the LRC staff and Student Success Coaches successfully complete classes play huge roles in retention. We work to not let students quit. Holly Norton said the students who we are retaining are also students who are coming to us more prepared. President Oldfield said the caliber of student has also improved. Mr. Murphy asked what percentage of our students are in-district. President Oldfield said that is included in the annual report from Janet Munson.

Brett Stoller reported on student organizations. There is low participation. One thing that has changed is the former PEEPS group is now SEA o Students for Environmental Action. The focus on change and want to directly impact the environment not only by action but also education.

TRIO Support Services

- Federally funded program designed to help students overcome social, academic, class, and cultural barriers in higher education.
- Assists students who meet income eligibility, first generation, or have documented disability.
- Began Macomb Campus 2010 and expanded to Canton 2020
- Awarded \$1,304,440 for five years.
- Support services for all students at all sites
- 136 students served Fall 2021
- Fall 2021 to Spring 2022 – 91% retention rate.

President Oldfield reported that Jill Olson successfully submitted the annual performance report (APR) to the Department of Education last Friday, for the 2020-21 grant year. This report is a requirement of TRIO grants in order to show satisfactory progress towards objectives in each grant year. In the 2020-21 year, TRIO met and exceeded all objectives set forth (number of participants served, graduation and transfer rate, persistence/retention and academic standing). TRIO is on track to meet and exceed grant objectives again in the 2021-22 year.

Athletics Update

- Total 104 athletes for Spring 2022
 - ✓ Women's Basketball – 11
 - ✓ Men's Basketball – 12
 - ✓ Volleyball – 11
 - ✓ Baseball – 37
 - ✓ Softball – 19
 - ✓ eSports - 14
- Fall 2021 – overall GPA – 3.12

- Foundation Update – Colin Davis presented the following report:

Annual Campaign/Year End 2021

\$76,422 combined so far (\$80,882 November 2020 – March 2021)

Other institutions indicating similar results

Three gifts of \$5,000+ that were made at year end 2020 haven't yet happened for 2021

Gifts continue to come in and will until next appeal goes out in March

Spring 2022 Appeal – Highlight the food and supply pantries on our campuses.

Why the Annual Campaign is Important

- Present donors and prospective donors with three main things:
 - Problems they can solve/Method to solve that problem and puts human faces/stories to the problem
 - Thanks donor again for previous gifts
 - Story of how donors have helped students in similar situations (“how your gifts are used”)
- Unrestricted Funds
- Expansion of donor pool
 - New Donors (269 CY 2020, 224 from 10/15 – 12/31/21 alone)
- Building loyalty
- “Touches” – Development

Acknowledgment Program

- Previously had been somewhat haphazard, now spelled out so there's no confusion
- Lays out exactly what we do (or are ramping up to do) for each donor
- Involves (or will involve) Foundation staff, college administration/faculty/staff Foundation Board members, students, etc., and multiple methods of communications spaced out at various times throughout the year.

Why is the Acknowledgement Program important?

- Cost to acquire new donors versus the cost to retain current/previous donors
- On average, seven touches before someone makes a gift (or another gift)
- Important to communicate with donors when we AREN'T asking for money
- Development is 95% of the fundraising cycle; this is how we move them up the "ladder"

Alumni/Donor Email List

- Scrubbed email addresses from all SRC students last ten years and all donors/Foundation event attendees that have provided us email addresses
 - 7500 and increasing quickly with more online giving and email addresses requested on annual campaign reply cards
- Launched November 2021
- First email: Thanksgiving
- Uses: Regular news updates from SRC/SRCF; special updates for alumni; event invites; enrollment reminders/upcoming deadlines; donation solicitations, etc.

Why Alumni/Donor emails are important

- Reconnecting with alumni
- Ongoing communication with donors
- Cost-efficient way to increase number of "touches"
- Free (to SRC) marketing of upcoming important events
- Ability for recipient to reply and have it come directly to me takes onus off recipient to open line of communication with SRC/SRCF

Graham Scholarship

- October 31 Deadline: 3 qualifiers
- Next Deadline (SU22) March 31 – two qualifying applicants so far
- Finding new ways to market this opportunity both internally and externally

Other Scholarship Initiatives

- Stan Cook "Give Hope" Scholarship
- The Long Family Scholarship
- Harold and Millicent Groves Scholarship
- Macomb Rotary Scholarship
- Compeer Scholarship
- West Central FS Scholarship
- Dual Credit Scholarships
- Fellheimer scholarships
- March 15 Deadline for General AY22-23 App.

Community Chorus

- Craig Zilly Memorial Scholarship
 - Barry Cloyd's edutainment concert, *Jules Vern & H.G. Wells: The Birth of Sci-Fi & the First Citizens of the Future* May 1; *Into the Woods* June 23-26
- *Consider This* with Christine Zak-Edmonds, Friday, February 4 at 7:30 p.m., WTVP, Peoria

Hardship Grant

- 65 grants awarded since April 220

- Continues to promote retention among students who we might not otherwise be able to retain

President Oldfield thanked Colin for his efforts and report. He reported that following Mrs. Butler's comments about signage on the Havana Center, we have started working with a business to add signage to the east (street) side of the Havana Center building. President Oldfield said he appreciates working with Colin and the Foundation to keep this moving forward.

- Board Policies – review and planning; recommendations for updates – President Oldfield said following review of the Board Policies, the following has been identified for updates:

POLICY TYPE: GOVERNANCE PROCESS
POLICY TITLE: ANNUAL PLANNING CYCLE

January and July

Add: Closed Session Minutes Review Committee meets to review Closed Session Meeting Minutes
 Review Board Budget

Remove: Closed Session Minutes

February/August

Add: Closed Session Minutes Review Committee recommendations for Closed Session minutes to remain closed and/or to be released.

Closed Session Tape destruction

February

Remove: Review Board Budget

POLICY TYPE: EXECUTIVE LIMITATIONS
POLICY TITLE: BOARD TRAVEL

7TH Bullet: Remove second and third sentences (*A maximum of \$30 (including tip) per day will be allowed for meals. When traveling to large metropolitan cities (i.e. Chicago, St. Louis, etc.) the maximum meal allowance is \$50 (including tip)*) so the policy would then read:

- The College will reimburse Trustees traveling on College business for meals. Only SRC Trustee meal expenses are eligible for reimbursement.

President Oldfield said this will be on the February Board Agenda for the Board's consideration.

- Presidential Evaluation Instrument (Discussion) – President Oldfield asked the Trustees to review the instrument and suggest any needs for changes or updates. He will start the evaluation process with his letter to the Board in March. Kevin Meade guided that process last year. He asked Jerry if he would like to update that process or make any changes.
- Other – Mrs. Butler asked about the possible shortfall and CARES Act funds. Is there a deadline for spending the CARES Act funds? Brett said we just asked for an extension through 2023. If we can, we can use those funds for lost revenue next year as well. We are waiting to hear back from the Department of Ed. Mr. Schleich said if no extension then it has to be used by the end of 2022. Brett said we have a lot of funds that would be tough to use by the end of this year based on the requirements.

Mrs. Butler said it was a very good retreat.

- CLOSED SESSION: In accordance with the Illinois Open Meetings Act, Section 102/2 (c), the Board of Trustees will adjourn to Closed Session for the purpose(s) of (1) the appointment, employment,

compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; (21) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

The Board of Trustees did not go into Closes Session.

The Retreat ended at 4:00 p.m.

Date

Mr. Jerry Cremer, Chair

Mr. Phillip Murphy, Secretary