

SPOON RIVER COLLEGE
BOARD OF TRUSTEES PLANNING RETREAT MINUTES
Wednesday, July 27, 2022, 10:00 a.m. – 4 p.m.
Canton Campus, Engle Conference Center, Rooms A and B
Canton, Illinois

Present: John Biernbaum, Linda Butler, Jerry Cremer, Dave Maguire, Kevin Meade, Phillip Murphy and Kent Schleich. Zoey Lane was absent. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Holly Norton, Andrea Thomson, Missy Wilkinson, and Julie Hampton.

Time: 10:05 a.m.

President Oldfield welcomed everyone to the Retreat.

Finance

- Budget – Brett provided the Trustees with an update on the FY22 Budget. He reviewed where we ended this past fiscal year with Revenue. We were off in credit hours, and we budgeted to try to get a balance budget. The Personal Property Replacement Tax is still a mystery. We budgeted 1.1 million and received almost 2.5 million. That was unexpected. Overall even though the credit hours were down, we were \$700,000 to the good because of the PPRT. He reviewed Tuition Revenue and ended up down 12% from budget. We also recognized additional \$973,000 funds of “lost revenues.” Brett reviewed the FY23 budget with the Trustees. We are budgeting for a level, balanced budget. He reviewed the bond, audit, tort, auxiliary, education, and maintenance funds. Our operating budget is \$10 million and that increases to \$17 million with the addition of the other funds for a total College budget of \$20 million.

Brett reviewed the FY23 Operating Revenue Summary. He also reviewed the Operating Revenue Sources. In addition, Brett reviewed the Operating Revenue Comparison by Source. Brett reviewed the FY23 Operating Expenditures with the Trustees.

Brett said the budget has been posted in the LRC and online. It will be on the August Board agenda for consideration and approval.

- Bond Review (update) – Brett provided the Trustees with an update and review on bonding. This coming December will be the last levy for the Multipurpose Building, and four bonds will remain: Bond refinance, Macomb East match, Tech bond, and the most recent bond issue for the rest of Macomb East. Brett also reviewed the bonding authority with the Trustees. The College pays off roughly \$2.2 million of principal each year.
- Business Enterprise Program (BEP) – Brett reviewed the Community College Business Enterprise Program. President Oldfield said about 6 years ago the Legislature put in that every community college would have aspirational goals of spending 20% of business activities with minorities or minority owned businesses as well as veterans. There is talk that this may change to become a requirement. Brett said we review our expenses, and there are things that are exempt from BEP and removed. What we have is about \$2.5 million that qualifies. Brett reviewed the 21 report and said we had \$100,000 for insurance, \$46,000 for the audit, and \$8,000 in legal services. Our insurance, audit, and legal firms are not BEP eligible. What we do have is \$3.5 million in construction, and in that, the general contractor was able to identify \$600,000 in BEP contractors, so that took that to 17%. Mr. Murphy asked if we can require companies. President Oldfield said we can encourage that, but if we required it, we probably would not receive any bids. Brett reviewed the six BEP qualified firms in our district. We have a grain hauler, Kemper Construction, an electric company, a novelty/specialty company. There are no attorneys, insurance, etc., that we have to choose from. Mrs. Butler said this is aspirational, and unless there is a requirement to certify, businesses won't. President Oldfield said that if in the legislature in the spring there are proposals to move this from CMS to the Governor's Office, and that transition occurred July 1, his fear is that we will be told that the 20% will be required. If that happens, that will be very concerning. Mr. Biernbaum said surely there are enough downstate legislators who would not allow that to happen. President Oldfield said the danger we face is when trying to do business in-district or as close to in-district as we can, and the requirement of 20% would be a monumental shift. President Oldfield

said what we are doing now is fine, but this is definitely on the radar. Mr. Maguire said it would be nice if we had local businesses that could qualify. President Oldfield said the challenge is when businesses have to open their books, and then they won't.

- Federal COVID Funds Review and Usage – Brett reviewed the FY21 funds from GEER, CARES 1, and CARES 2. The breakdown shows how the funds were spent, including lost revenue. Brett then reviewed the FY22 funds which includes GEER 2 funds and CARES 3 funds. He reviewed the breakdown of how those funds were spent. As of today, we still have \$24,000 of institutional funds and \$164,000 of student funds. Student Services plans an incentive for students this fall. President Oldfield said all funds have to be spent by December 31 of this year. Mr. Murphy asked how long we can survive with the Reserve Fund. President Oldfield said this certainly does help, and it will be enrollment dependent as well. President Oldfield said the Reserve Fund is the rainy day fund as enrollment increases. Brett said employees who were here from the start of COVID through May Graduation this year received the retention incentive. In addition, the three key leaders of the COVID Task Force received an additional amount.
- Current Facilities Projects (update) – Brett reviewed the facilities projects with the Trustees. The Macomb East project cost estimate is now \$18.5 million. He reviewed the new schedule for Macomb East with the Trustees. We received the waiver for LEED, which is a cost savings. With that waiver, we are now on the design development, and they will have to go back and review the HVAC. We are thinking as of now that we will go out for bid in the May 2023 timeframe. Work would start next fall and conclude in spring 2024 with completion around graduation of 2024, and we would then have the summer to make the move. Mr. Biernbaum asked who the mechanical engineer is. Brett said he will send that to JB. Brett said because of the delay because of the LEED, we are now a full year out from where we originally were and also are now at \$18.5 million. Brett reviewed the list of current projects and said we are working on the MLT Lab. The ballfield press box is almost complete. The Canton parking resurfacing project was submitted, and he received a request from ICCB for capital renewals for next year, and he included the rest of the Macomb East parking lot. President Oldfield asked if we were to reduce the Canton parking to just do the drives and eliminate the major potholes, how much would that reduce the project. Brett said significantly, and we can break those out. Mr. Maguire asked about any projects that might be necessary for the Johnson Street facility in Macomb. He also addressed the light along the entry drive at the Canton Campus. He is asking how we address regular maintenance issues. Brett said the light is on order from Quick Electric. Dave said we need to maintain the value of the Johnson Street facility. President Oldfield said he has been approached about the future of that facility.

Student Services Update

- Fall Enrollment (Recruitment and Retention) – Missy reported that we are seeing daily 1% increases over last year, so things are moving in the right direction. We are behind last year but are seeing increases in students classified as transfer students as well as increases in high school dual credit enrollments. We are seeing about a 15% difference in credit hours compared to last year. One is that we are seeing a decrease in credit hours in online. That is currently down 25% compared to last year. Headcount reflects a 13% difference from last year. Missy showed the part-time and full-time breakdown. Some are reducing from full to part-time due to employment. Missy said we are calling students who have not yet made a commitment, and we are seeing those come in to register. Student athletes are at about 90. We have most of those enrollments in already. President Oldfield said that on Monday, John Bassett said there are only 2 beds open at The Villas. President Oldfield said Jed Rhodes said he has 10 students in town. Missy said we have a nursing student at The Villas as well as a Diesel. Mr. Meade asked what Missy anticipates will occur. Missy said she had thought that we would have been at a better point than we are now. Peer institutions aren't sharing, and Chicago area schools are showing increases. Missy said she has a very unclear crystal ball. President Oldfield said the issue is reassuring to hear that we are starting to swing the other way. Everything is still delayed from a student standpoint. Many are waiting to do anything as if they are fearful we will go back to COVID restrictions. We are hopeful that will soon change. We would also benefit from a slow down in hiring. We are hopeful but we will still be down. Missy said we are seeing a few more enrollments from Macomb, Havana, Rushville, and Canton. She also reviewed the gender breakdown, and females are continuing to decline. Mr. Schleich asked what females are doing. Missy said we can't figure that one out. We make

calls and learn some are working while others say they aren't sure what they want to do or will do. Missy reviewed the Fall Registration promotions:

- Contacts with new, prospective, and returning students
- Fast Track Registration (which is something that we do all of the time but promote more now)
- Coffee, Tea, and SRC – Macomb, Havana, Rushville, and Canton.
- Finish What You Start Scholarship – Foundation Ads-television, radio, print, digital
- Social Media

Missy reviewed the following Mental Health Services for students:

- Andrea White, Licensed Clinical Social Worker
 - Free, confidential, and accessible professional therapy
 - Options include both in person or virtually
 - Referral to off-campus professionals as needed - Mrs. Butler asked if we provide any type of information regarding financing. Missy said Andrea has information that she provides.
- Exploring online platform options – Mrs. Butler asked if this is something we offer. Missy said yes, and it could involve fees or involve operational funds. Mr. Maguire asked if we have a plan in place for employees for identifying and intervening. Missy said we have a referral system set up as well as a Behavioral Threat team. Mr. Biernbaum asked who those are. Missy said staff members that include administrators, student services staff, and faculty. Mr. Biernbaum asked how often they meet. Missy said not often. Dave said we are coming out of a period of time that will require greater awareness. Mrs. Butler asked if recognizing those issues goes to staff as well. Missy said yes. Holly said regarding training, we will also have an offsite speaker for faculty, and we have provided information from Andrea to provide resources. This will be a part of Professional Development Day.
- Offered First Aid/Mental Health Training to employees
 - Faculty and staff participated
- Raise Mental Health Awareness
 - National Suicide Prevention Lifeline (988) added to ID cards
 - Dedicated session during new student orientations
 - Website page mental health resources
 - Messages related to mental health resources during high stress periods

Missy reviewed the following New Requirements:

- Student Equity Plan and Practices
 - Increase access, retention, completion, and student loan repayment rates of minorities, rural students, adult students, women, and individuals with disabilities
- Benefits Navigator
 - Help students apply for and receive assistance from benefits programs
- Homeless Liaison
 - Offer assistance and resources to any homeless student

Mr. Biernbaum asked which of those work. Missy said we track what works, but she said communication directly from an advisor to a prospective student is what is best. Mrs. Butler said she has talked with parents about the choice of SRC. How much of this, especially the money end, goes directly to the parents. Missy said President Oldfield sends a letter directly to the parents of, and we also do postcards knowing the parents will see those as well. Mrs. Butler said a sticker on those envelopes to parents that says “Free/Low Cost College” could help. Mr. Meade asked when the letters are mailed to the parents. President Oldfield said right about graduation time. Kevin asked why we don't mail to juniors. Missy said we have contacts starting with sophomores. Mr. Biernbaum said it would be nice to know why those who came here chose SRC. President Oldfield said Sherri Rader is working on that. Missy said our consistency in why they come here includes convenience, cost, and close to home are consistent. Mr. Maguire commented on the Finish What Your Start Scholarship, and he has talked with some over the last few months about that option with SRC regardless of where they have started. Mr. Murphy asked if we meet with students in the high schools. Missy said yes, advisors and faculty. Missy said as scheduling works with our students, we take them with us back to their home high schools. We also use that same method with tours.

- Mental Health Services -
Andrea White, Licensed Clinical Social Worker

- Free, confidential, and accessible professional therapy
- Options include both in person or virtually
- Referral to off-campus professionals as needed –

Mrs. Butler asked about rural students who live in district who would qualify. Missy said there are no definitions, so most, if not all of our students will qualify. Mrs. Butler asked about homelessness. President Oldfield said it is someone who doesn't identify a permanent place to stay. Missy said there are a number of resources in our district.

Marketing

- Web site redevelopment update – Sherri Rader provided the Board with information on the website redesign. She reviewed the Admissions page, which is complete. She likes the new website links. She is working with ONEFIRE, which has step by step phases for the website, seeking approval at each phase. We have approved:
 - Initial design
 - Content audit
 - Navigation structure
 - Page templates
 - ONEFIRE is now developing actual site pages and moving content over from old pages to new pages
 - This is visible in Pastel

Approval processes for individual pages began July 18, 2022 in Pastel. Each page will need to be approved/proofread.

Next and final steps:

- ONEFIRE will set up Google Analytics and dashboard, Chat Functionality, Accessibility Plug In
- Then the ONEFIRE development team will be testing, cleaning up/optimizing (back end clean up)
- Training
- Live!

President Oldfield asked about the Go Live date. Sherri said ideally it will be by the time classes start in August.

President Oldfield said we are very excited about the new, more modern and mobile website. It will be great when complete. He thanked Sherri Rader and Mitch Williams for their work on this project and keeping it moving forward. We will stay up to date with the Trustees for the Go Live date.

Transfer and CTE Program Updates

Holly Norton reported on Transfer Program Updates –

Holly said one of the places that we have a wait list is for an Art Studio class! She congratulated Jamie Kotewa on this success!

- New courses/curriculum/employment data/transfer data –

First Year Experience Course:

- New course in place of LA103 – College and Career Success
- 1 Credit Hour Class in the first 8 weeks of classes
- Plan to use OER text rather than a textbook.
- Not required – automatic enrollment for new students.
- Geared to transfer students.
- Taught by faculty who will continue as informal mentors after the course has concluded
- Pilot in the Spring '23 with full roll-out in Fall '23

Mr. Murphy asked Holly how many sections we will start with. Holly said that is a good question! We hope to start with the option to open more sections when needed.

Developmental Education Reform Act (DERA):

- Align developmental education with the goal of placing and completing gateway courses within 2 semesters:
 - ✓ Currently using the co-requisite model in ENG (2016)
 - ✓ Currently offer one semester of RDG (2016)
 - ✓ Math – Developing a plan to implement two pathway-specific co-requisite models:
 - Quantitative/Statistical: MAT050 MAT099 plus MAT102, MAT105, or MAT132
 - Algebra/STEM: MAT061 MAT125
 - Pilot MAT050 – Spring 2023, Pilot MAT099 – Fall 2023

Early Childhood Education Consortium Act

- Develop a two-certificate pathway that leads to an AAS which meets the requirements of Level 2-4 of the Gateway Credentials
- Contract with a consultant to assist with Credential application
- Hire an FT Grant-funded ECE Coordinator who will transition to the required student coach/mentor with teaching responsibilities.
- Target - apply for Gateway Credential Fall 2022.

College Bridge Program Grant

- To assist with transitioning into college and reduce academic burdens.
- Submitted June 1st, Max amount: \$220,000
- Dual-credit scholarships

Holly reported that we received notification of the award on Monday. Funds must be used by June 30, and we will use the funds to cover the tuition or dual credit students until the funds run out. President Oldfield said these are leftover funds that the State received for GEER 2 funds. Mr. Meade said we already have those students. Could we consider funding at a lower level in an effort to attract more. President Oldfield said the flip side is that we could work with the high school advisor and find a way to stretch out the funds and be on a needs based approach.

Simple Syllabus – Syllabus Management System

- Centralized repository for developing and archiving – faculty will develop their course syllabus within the program.
- Consistent templates throughout the college (HLC)
- Assessible – meets UDL guidelines for ADA
- Integrates with Canvas (LMS)
- Cool looking with a modern feel
- Full Implementation in Spring '23

Mr. Schleich asked about the number of people in developmental classes. She said we have around 40 students. Mr. Schleich asked how many we expect this year. President Oldfield said probably 100. Mr. Schleich asked if that was some indication that correlates with our enrollment decline and if some developmental students are choosing to go to work.

President Oldfield asked Holly to report on the Summer Read project: Becoming a Student Ready College. Holly said this came up through the Employee Satisfaction Survey, and she offered it to 30 people and ended up with 20. 13 were staff members, 7 were either full or part time faculty. She put this on Canvas which was nice for staff to get a chance to use that format.

Brad O'Brien presented the following report on Career and Workforce Education.

Brad reported on employment data:

- The SRC District has seen a 5.4% (4,703 people) population decline since 2016.
- We are predicted to see an additional decline of 2,698 more people by 2026.

Labor Market Data

- Unemployment rate for our district in May 2022 was 4.6%. National average was 3.6%
 - Our labor force participation rate fell from 57.3% to 53.9% (2016-2021). National average is 6.4%.
 - From 2016-2021 jobs declined by 9.6% while the National average was an increase of .7%.
- Demographics: based on areas of our size

	SRC District	National Average
Millenials (26-41)	14,199	17,083
Retirement Risk (55+)	28,544	24,672
Racial Diversity	7,664	33,389

- Top 10 occupations that employ our district labor force. Matches job postings

Occupation	Above or Below Nat. Average
Office/Administrative Support	Above
Educational Instruction	Above
Sales	Below
Management	Above
Food Preparation and Serving	Above
Healthcare Practitioners	Above
Manufacturing Production	Above
Transportation & Mat. Moving	Below
Healthcare Support	Below
Installation, Maintenance, Repair	Above

Agriculture Update: Brad reported on the fall enrollment credit hours. Recruiting activities include:

- High School Agriculture Classroom Visits SP22 Astoria, Beardstown, Cuba, Farmington, VIT, and Rushville
- Campus Visits for tours from West Prairie, VIT, Rushville, Illini Bluffs, home school students.
- Allyson attended Fulton County Farm Bureau Dinner as a special guest.
- Allyson participate in 2 radio interviews. • Assigned the AG Sales class to write a script promoting the SRC Ag program and go to the radio station to record it. The class was divided up into two groups. We then used the ads for radio spot commercials.
- Visited WIU to discuss articulation from the Associate degree to WIU.
- Participated in the March SRC CTE Open House
- SRC hosted the Section 12 Public Speaking contest giving Allyson the opportunity to meet local students and promote SRC.
- Participated in the Canton Area Career Expo at Canton High School representing the Ag department
- Presented to the IMS “Girls Unplugged” program to promote being a woman in Agriculture.
- Visited Galesburg High School’s AG day demonstrating flying drones.
- Attended the Illinois State FFA Convention in June.

Mr. Cremer asked if there are any companies who have reached out to assist financially. Brad said Martin Tractor has been a great sponsor this year and has sponsored four students. He hopes and thinks we will see more of that. Jerry said that makes sense in order for companies to get qualified help. Brad said businesses aren’t interested in talking about apprenticeships but this model is along that line. Memorial Hospital in Carthage is sponsoring a MLT student. Mr. Meade said he sees these programs as ways to enhance and increase enrollments. There are green initiatives that are being developed with innovative methods. Is there something there that can be partnered with? Brad said that is exactly the way we need to think. Heartland has a great program for building electric vehicles but at some point in the future we will have to repair electric vehicles. President Oldfield said we have to start changing the mindset of degrees. It’s about short-term certification but how do we put those pieces together to achieve that degree. President Oldfield said another component is employee retention. We have come to discover that employers are really bad about recognizing talent within their own companies and upscaling them for future positions. Mr. Meade said how do we promote our female instructors and expand to the marketplace. We have that great asset. President Oldfield said of our science faculty, four out of five are female. Mr. Schleich said he left his farm this morning with two females in charge. Mrs. Butler said another part of the equation is high school counselors. Their main recommendation is a four year degree.

Brad also reported on Computer Information Systems and said that we are currently evaluating the curriculum to determine areas to be updated. Program additions are likely to be made in the areas of 3D graphics, Augmented Reality. We will also be looking at our Cyber Security certificate for enhancements to be made.

Brad reported on Diesel and Power Systems Technology:

- Strong labor market in this area. Industry partners hiring without formal training.
- Upgrades to the program at the mercy of the EDA grant at this time.
- Will review program economics this fall to determine any changes that need to be made.
- Recruited at Galesburg, Pittsfield, Quincy, Abingdon, Farmington, Canton, Cuba, West Prairie, 10th grade career day at SRC. Canton Career Expo.

Brad also reported on Early Childhood Education and said that the program is currently undergoing a complete restructuring. This will become a joint program between Transfer and CTE.

Health Information Management:

- PATH Grant: Pipeline for the Advancement of Healthcare Workforce.
 - This program aims to address the shortage of workers in the healthcare industry that has been exasperated by the COVID 19 pandemic.
 - SRC award of \$311,052.00.

- Melissa Miller and Brad have gathered feedback and ideas from the college community for initiatives to include in the writing of the implementation plan which is due by July 29. ICCB has set a minimum target of 15% growth in completions as a result of the initiatives.
- We are currently working on adding a new certificate in the Medical Coding program. This will be an Advanced Medical Coding Certificate which will allow the student to test to become a Certified Inpatient Coder (CIC).
- Melissa continues recruiting efforts as well as relationship building with our business and clinical site partners.

Medical Laboratory Technician

- Great example of industry requesting a program be developed.
- NAACLS Accreditors visited the program in April. We should hear final recommendation any day.
- Our first graduating class had 3 students. 2 have successfully passed the national test. The last one is scheduled to test in September.
- We have 8 first year students and 4 second year students this fall. Our goal for a full class is 12 students.

Nursing

- Retention Issue: Our attrition rate significantly increased during fall 2020 and fall 2021. We have a small second year class this year, so credit hours won't improve much in nursing.
- We have 26 first year students and 7 second year students. With a possible addition of 2 first years and 1 second year who are currently testing for admission.

Brad reviewed the following Nursing initiatives:

- Development of Summer Nursing Success Course
- Onboarding of new Director of Nursing, Becky Sherwood. August 1, 2022.
- Considering the hiring of a healthcare program navigator using funds from the PATH funding.
- Increasing simulation lab activities.
- Developing more mentor programs for first year students.
- Developing a professional recruiting video using PATH funding.

Welding/Manufacturing

- New instructor on today's Board agenda
- Stronger focus on communicating with workforce partners.
- More project-based instruction
- Stronger recruiting presence in high schools
- Brad has been serving on a Manufacturing task force pulled together by Presidents from SRC, IVCC, ICC, Richland, Heartland, and Lincoln Land. The purpose of the task force is to address regional workforce issues and the needs of our respective institutions.
- Preparing a project to be ready for future grants
- 3 prong project consisting of:
 - Recruiting, Outreach, and Marketing
 - Mobile Training and Equipment
 - Regional Standardization of Curriculum, Competencies, and Industry Certifications.

Brad reviewed the following new programs in development:

- HVAC: Plan to be housed in the new Macomb space
- Manufacturing/Robotics Technician: to be housed in new Macomb space.
- Advanced Medical Coding Certificate
- Pharmacy Technician developed as a credit program
- Enhancement of Cyber Security

Beginning Research:

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

Security/ Active Shooter Training (1 p.m. Sheriff Standard) –

Fulton County Sheriff Jeff Standard and Deputy Jessie Hampton joined the Retreat to address Security/Active Shooter Training.

Sheriff Standard thanked the Board for having him and Jessie come to address active shooters and what can be expected if that would happen. Fulton County teaches the ALICE program to businesses and schools. Jessie Hampton is the court security deputy and is certified in ALICE training. Sheriff Standard said in any shooter incident, the one thing that is definite is chaos. And that chaos is never orderly. Jessie reviewed the ALICE training and what is taught. Jessie said ALICE stands for Alert Lockdown Inform Counter and Evacuate. Alert is the first sign of danger, whether that is by text or hearing activity. You may be the first person to send out the alert. When you send out an alert, use plain English. Code words are confusing and in an active shooter incident, anyone and everyone could be a victim. There is no need to use code words. Be descriptive, and if you know the shooter, use the name. Describe what the shooter is wearing. And, it could be more than one person. This detail aids the police in knowing what to look for. For lockdown, know how to lockdown your area. Use furniture to block entrances, if available. Sheriff Standard said people are told to use whatever resources are necessary to save lives, and that can result in destruction to the property. Jesse said intruders can try to access doors, and if locked or inaccessible, will move on. When you do lock down always look for alternate routes to escape. Always call 911 when locking down if phones are available. After lock down, never open the area to anyone. The police will get to those secured. Don't sit idle and always be active. Inform. Continue to communicate during the lock down. Be specific. Do not allow others to enter buildings. Counter. The purpose is to interrupt the attacker and interrupt the plan and take back control. Counter is when barricades fail. If necessary, go hands on to stop the threat and protect others. Jeff said just about everything can be a weapon. An empty pop bottle can be thrown at the shooter to divert actions. Everyone has an individual choice as to fight back or not. Jessie said 9 out of 10 times during an active shooter incident, the shooter does not stop until there is some kind of action against the shooter. Jeff commented on the Board's policies and the College policies and if confrontation is allowed to happen. It stops with armed teachers and staff. Dave Maguire said the question he has is operationally this is deferred to the President to make sure everything is in place. The Board makes the decision on resources. We are looking at multiple locations across multiple counties. What does the Board need to consider with regard to distance, response rates, etc. Sheriff Standard said those are all very good factors that have to be considered for a community-friendly business. Sheriff Standard said they are all concerns that could be addressed. We can talk about what would be done in a response. Mr. Biernbaum said he asked for this topic. He was at WIU when there was a shooting in the residence hall, and WIU staff said they felt unprepared for that situation. WIU has enhanced staff training as a result. This stuff is going to happen here at some point, and what are we doing to train staff. We need to be training staff. Sheriff Standard said Brett was a part of the train the trainer training at SRC a few years ago. Now we have had more recent incidents that are closer to home. He appreciates JB bringing this to the Board level for consideration. Sheriff Standard said you have to decide as a Board what you want your employees to do. JB said we need exposure. Sheriff Standard said ALICE has a website that will allow the College to join and assign training for employees.

President Oldfield asked if we want to do ALICE training for our locations, do we contact his office? Sheriff Standard said yes. There are hands on training options. We can practice barricading doors. President Oldfield said we have had enough training turn over that we are due for another staff training including faculty and front-line staff. Mrs. Butler said she works in a bank and has required annual security training. It is critically important to be trained. Mr. Biernbaum said we train on dumber stuff than this. Mr. Meade asked about the length of the training. Jesse said it's 45 to 50 minutes and is somewhat question driven. Mr. Schleich asked if the law allows concealed carry at SRC. Sheriff Standard said you can't go in certain facilities as a civilian. If the Board's policy allows staff to carry for safety, that would allow them to carry. President Oldfield said it is his understanding that because we are a school we are required to have the no gun stickers but by College policy certain individuals can be allowed to carry. Mr. Schleich said that is something that should be looked at. President Oldfield said he is certain we probably already have staff with concealed carry permits. It is time to revisit training, and it's also important for the Board to consider options. Mr. Maguire said one of the decisions that community colleges in Illinois can make is to establish sworn officers and that is a path we have chosen to now pursue. President Oldfield said community colleges in the Chicago suburbs have sworn officers on campuses. Black Hawk has it as well as Lincoln Land. They

have to be sworn officers just like a City officer or County deputy. Mr. Maguire said we have security. President Oldfield said they are unarmed and only here during the evenings.

President Oldfield also wanted to discuss the importance of not individually speaking about issues. He doesn't want Board members to speak to media if there was a crisis event. Sheriff Standard said he has a policy that if you are not given authority to discuss the issue then you do not discuss the issue. He provides a response for media and that is all that is provided. President Oldfield's request is that anything in that nature with media is funneled back to him. Period. Sheriff Standard said a public information officer is critical and all media are directed to that person. Mrs. Butler said the training for how to preserve evidence is critical as well. Sheriff Standard said one voice is critical. Mr. Cremer asked about the actual training and once that is complete, what timeframe is recommended for retraining. Sheriff Standard said that is covered in ALICE training, and he thinks there are quarterly refreshers that accompany the trainings. Jerry said because of turnover in staff should we consider retraining. Sheriff Standard said annually is a lot but you could train new staff in groups. President Oldfield said Macomb, Havana, and Canton police departments have completed ALICE training. He isn't sure about Rushville. Dave Maguire said we should probably step this up due to recent circumstances.

Jessie Hampton reviewed Evacuation and said that can be any way once it is safe. Leave belongings. Escape when there is the chance. Go to a safe point beyond rescue where you feel safe. Lastly, evacuate on foot. Do not evacuate by vehicle. Traffic congestion can interfere with timely response. Sheriff Standard said to leave belongings. As police approach you, drop whatever you have and raise your hands to the police. President Oldfield thanked Jeff and Jesse for coming to discuss this with the Board today.

College/ Presidents Goals –

President Goals July 2022-June 2023

1. Develop strategies that will increase enrollment in the spring 2023 when compared to Spring 2022 semester by 1 percentage point.
2. Improve current student retention by 2 percentage points from Fall 2022 to Spring 2023 when compared to retention from Fall 2021 to Spring 2022.
3. Develop 2 new business partnerships that will provide support to CTE and Transfer programs in the form of equipment or scholarships.
4. Develop 2 CTE or Transfer programs that will fill community employment needs.
5. Support the growth of the SRC Foundation staff to prepare for a capital campaign to meet upcoming instructional and capital needs.
6. Analyze and align college leadership to promote growth while being diligent with fiscal decisions.

President Oldfield distributed the goals for the Trustees to review. The Board can endorse the goals or approve. He would suggest that the Board review the goals and start moving forward.

Regarding Goal #6, Mr. Schleich said that we have talked about enough stuff today that from an enrollment standpoint and faculty standpoint that it could be incorporated in number 6. We need to be thinking about where we should be 5 years from now. Kent said it will be a different landscape and we should be prepared for where we will be five years from now. President Oldfield said it is more windshield focused versus rearview. Mr. Cremer said we addressed that somewhat earlier with regard to four-year degrees. Mr. Maguire said he wants to be sure that it is worded in such a way that a year from now we can measure the progress. Kent said he doesn't think #6 has to happen in those 8 months left in the evaluation period. Mr. Murphy said you might not be done.

Strategic Plan (updates)

- Employee Evaluation Process (Andrea) – Andrea Thomson presented the following information on the Employee Evaluation Process:

SRC has a policy that states that all full and part-time staff are evaluated annually. Performance reviews are important for decisions related to training, career development, compensation, promotions, and

employment termination. At SRC employee evaluations are also important for strategic planning and moving the strategic objectives forward.

When I started my position in 2018 one of the areas I wanted to improve was the area of employee assessment and evaluation.

When I audited the participation rates of employee evaluations I found that participation rates had steadily declined.

2015	78%
2016	61%
2017	45%
2018	38%
2019	7%

In 19/20 I started researching different evaluation tools and having conversations with the President's Cabinet about the need to change. It was my opinion that the old tool must not benefit the employee or the supervisor or there would be greater participation. I developed a base evaluation tool and then put together a supervisor and staff taskforces to help fine tune the instrument and give supervisors and employees the chance for input. The supervisor taskforce had four members who added information that they thought was important for review. Once complete that version of the assessment tool was then given to a taskforce of four non-supervisory employees and they provided feedback. One important component they wanted to add was the chance to provide an assessment of their supervisor.

The process begins with an email sent to employees announcing that it is time for annual performance evals and explains that the process is part of an ongoing effort to support staff development. The email contains a link and the employee completes their self-assessment. Once they hit submit the form goes to their supervisor. The supervisor reviews the information and schedules a time to meet with them. The supervisor and the employee collaborate to develop goals and talk about the employee's future plans and development needs. Once the supervisor submits the form the non-supervisory employee receives an email asking them to evaluate their supervisor.

The new components of the new tool are:

- Performance Assessment
- Past Year Review
- Professional Development
- Focus on the Future
- Communication
- Goal Development

We have been using the new tool for 2 years. The completion rate for all staff is 100%.

We are hearing positive feedback from supervisors and employees and I think the form is helping facilitate important conversations between employees and their supervisors.

President Oldfield referenced the tool that is completed online by employees. That information is shared to supervisors, and President Oldfield said supervisors of supervisors are also in that line. It allows for fluid sharing of information. It really helps with the process flow and eliminates inconvenience. We had tried in the past some of those 360 evaluations and we are so small that it almost became cumbersome to complete the process. Kudos to Andrea for this process and the 100% completions two years in a row. Mrs. Butler said this includes part time as well? President said non-teaching part-time. Mrs. Butler asked about faculty. President Oldfield said there is a process in place for faculty that involves evaluations completed by students as well as observation by Deans. Mr. Maguire said we have an electronic data file on each employee and policies for what is retained and who has access. President Oldfield said yes. Andrea Thompson said she has the information and the HR Generalist has access as well. Mr. Maguire said we are required to maintain that information following an employees' departure. Andrea said yes. We have a Records Retention policy that addresses this.

Board Policy/Procedure Review and Planning

- Board of Trustees Sexual Harassment Training – Andrea Thomson said we are waiting on a few Trustees to complete. She will follow up with those who have not completed this annual training.
- Board Policies – review and recommendations for updates – President Oldfield said the Closed Session Meeting Minutes Committee met this morning, and Mr. Maguire and Mrs. Butler will bring a policy to the Board for consideration and approval as a part of Board Policies regarding review and details for Closed Session Minutes. President Oldfield said he and Julie Hampton reviewed Board Policies and did not identify any updates or changes for recommendation to the Board. It is the responsibility of each Board member to know the Board Policies. If you have questions or find something missing, let him or Julie know. Mr. Murphy thanked Linda and Dave for serving as the Closed Session Minutes Review Committee. Dave said there will be a legislative summary this fall, and we can compare that with the Board Policies. President Oldfield said he didn't think there would be anything that would impact the Board Policies.
- Title IX Updates - President Oldfield said Andrea Thomson and Missy Wilkinson are our leads on Title IX. They attended a webinar a couple of weeks ago about changes in the Federal government that are being proposed for Title IX. Missy said we have no idea when the new regs will come in to play but it will be sometime in 2023. Changes will probably involve different definitions and scope and grievance procedures which will then impact policy. As soon as we know, we will be making those changes. President Oldfield said that is important because that, too, is in Board Policy. Missy and Andrea will work with Julie Hampton to get those changes to the Board Policy for Board approval.

Other Topics

- Update on Higher Learning Commission report – President Oldfield reported that we received the HLC letter with the final approval notice for our accreditation. We have a report due in November 2023 on our general education competencies, and Holly is working with the Assessment Team on that. We have to provide a plan on how we will move forward. Overall, this is a success for us! Mr. Maguire asked if there will be an official announcement. President Oldfield said we can. Mrs. Butler said the Board should show its thanks and appreciation to staff for all of the work. Dave said when you choose to do the official announcement it would be nice for the Board to add its congratulations to all of the individuals involved in the process. Mr. Murphy agreed. President Oldfield asked if that should occur during a Board Meeting or through a press release. Dave said either. Mr. Cremer suggested a press release. Dave said there could be a Resolution on an agenda as well.
- Macomb Heritage Days 2023 theme will be Celebrating Higher Education – Mr. Maguire said there is a theme each year, and this theme will give us the opportunity for a lot of publicity. Dave said part of that will be wanting some history on SRC. President Oldfield said we will participate in this event, and it will be a nice opportunity to remind Macomb of what a nice asset it is to have both a community college and university in the town. Mrs. Butler asked about some type of our own alumni event and fundraising opportunity. President Oldfield said that could be held in the parking lot of Macomb East.

CLOSED SESSION (if needed). In accordance with the Illinois Open Meetings Act, the Board of Trustees will adjourn to Closed Session for paragraph 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity; 2). 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; and 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.

Mr. Maguire made a motion for the Board to enter Closed Session for the following purpose: 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. Mrs. Butler seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees entered Closed Session for the following purpose: 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity at 3:43 p.m.

The Board of Trustees returned to the Retreat at 4:31 p.m. The Retreat ended at 4:31 p.m.

Mr. Jerry Cremer, Chair

Date

Mr. Phillip Murphy, Secretary