

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

**Wednesday, September 28, 2022**  
**6 p.m.**

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, September 28, 2022 at 6 p.m. at the Canton Campus, Engle Hall Conference Center, Rooms A and B, 23235 N. Co. 22, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Jerry Cremer, Chair, called the meeting to order at 6:00 p.m.

1.2 Roll Call

Members Present:

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

Members Absent: Mr. Kevin Meade

Present: Dr. Curt Oldfield, President; Ms. Missy Wilkinson, Dean, Student Services; Mr. Brad O'Brien, Dean, Career and Workforce Education; Ms. Holly Norton, Dean, Transfer Education; Mr. Colin Davis, Foundation Director; Ms. Andrea Thomson, Director, Human Resources; Ms. Sarah Gray, Director, Business and Auxiliary Services, Ms. Barbara Ashwood, English Faculty; Ms. Sarah Dalpiaz, Mathematics Faculty; Bridget Loftus, Chemistry Faculty; Ms. Elaine Lucas, Health Science Faculty; Ms. Amy Rutledge, Biology Faculty; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: Ms. Jennifer Burge, Bradley University; Mr. Mark Bixler, WBYS; Ms. Amy Lane; Ms. Vicky Lane.

1.3 Pledge of Allegiance

Mr. Cremer led the Pledge of Allegiance.

1.4 Welcome of Guests

Mr. Cremer welcomed those in attendance.

1.5 Public Comment

Mr. Cremer asked if any members of the audience wished to address the Board. There were no public comments.

1.6 Approval of Minutes

1.6.1 August 24, 2022 Closed Session Minutes Review Committee Meeting Minutes

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

RESOLVED, That the Board of Trustees approved the August 24, 2022 Closed Session Minutes Review Committee Meeting Minutes.

1.6.2 August 24, 2022 Regular Board Meeting Minutes

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

RESOLVED, That the Board of Trustees approved the August 24, 2022 Regular Board Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

The last meeting of the Illinois Community College Trustee Association (ICCTA) was held September 9-10 in Springfield, Illinois.

The Friday morning Trustee Roundtable focused on three topics: tuition waivers, enrollment strategies, and trustee involvement in college promotion. There was considerable discussion by participants and the sharing of what other colleges are doing to address these areas.

The Friday afternoon seminar was a session on workforce development which featured panelists from Heartland Community College, Illinois Central College, and Lincoln Land Community College. It was good to hear directly from college presidents who are trying to make the state workforce system work. We also had the opportunity to meet with Springfield Sangamon Growth Alliance president and CEO Ryan McCrady, who praised community college nimbleness in adapting to local economic development needs.

The Association took action on adopting a Neurodiversity Inclusion Statement put forward by the ICCTA Diversity Committee. It is one of the initiatives put forth by current ICCTA President Maurine Dunne.

There was an opportunity to receive information from BibliU. They are “a learning enablement platform that empowers higher education institutions to streamline their textbook and courseware workflows to achieve greater student outcomes, affordability and social mobility”. Basically, it is an electronic platform that would reduce the use of hardback textbooks. There was interest because of the increasing cost of college textbooks.

During the meetings, there was discussion about potential legislative initiatives, including the exclusion of for-profit institutions from the Illinois Monetary Award Program and expansion of community college boards’ ability to conduct remote meetings. The ICCTA’s 2023 Legislative Goals will be adopted at the November 12 board meeting. ICCTA is working with the Illinois Community College Board, the Illinois Council of Community College Presidents, and student trustees on a letter supporting House Bill 5424, which would appropriate \$19 million to fully fund the Mental Health Early Action on Campus Act. Concern was expressed about the Illinois General Assembly when they meet for their Veto Session and potential Lame Duck session prior to the inauguration of the new legislator in January. There will be a better idea what might be proposed after November election when the old Legislature is still in office.

As a follow up on one of the Association's goals, ICCTA has applied for renewed grant funding to continue gathering regional workforce data to bolster the case for community college baccalaureate degrees. The data is needed to build the case for legislative action.

It was noted that several Illinois colleges will have Illinois-focused presentations at ACCT's October 26-29 Leadership Congress in New York City. It is a great opportunity for Illinois colleges to share and exchange information with other colleges across the country. ICCTA is also assisting with ACCT's December 1-2 Governance Leadership Institute at Triton College. Attendance is limited to Illinois trustees and presidents. Registration information will be available soon.

President Oldfield and I are working with West Central Regional Chair Lee Johnson from Carl Sandburg to host the next regional meeting in Macomb to be attended by leadership from Western Illinois University. We are looking at a March date to be held at our Outreach Center in Macomb.

The next meeting of the ICCTA will be at the Doubletree Hotel in Downers Grove on November 11-12, 2022. This will include a legal update presentation by Robbins Schwartz, committee meetings and the regular Board of Representatives session.

Included with my report are a list of dates and meetings of interest.

Are there any questions?

**Upcoming dates and meetings of interest:**

**SEPTEMBER 2022**

September 30 ICCTA Professional Administrative Assistants Conference  
hosted by Spoon River College

**OCTOBER 2022**

October 26-29 ACCT Annual Leadership Congress, Marriott Marquis, New York, NY

**NOVEMBER 2022**

November 8 Illinois General Election  
November 11-12 ICCTA Board of Representatives Meeting – Location to be determined  
November 15-17 Illinois General Assembly Veto Session  
November 29-30 Illinois General Assembly Veto Session

**DECEMBER 2022**

December 1 Illinois General Assembly Veto Session  
December 1-2 ACCT Governance Leadership Institute, Chicago  
December 2 ICCB Meeting, Harry L. Crisp II Community College Center, Springfield  
December 12-19 Filing period for nominating petitions for the April 2023 consolidated  
Election (including community college trustees)

**JANUARY 2023**

January 4-?? Possible 102<sup>nd</sup> General Assembly Lame Duck Session  
January 11 Illinois 103<sup>rd</sup> General Assembly Inauguration Day, Springfield  
January 27 ICCB Meeting, Harry L. Crisp II Community College Center, Springfield

**FEBRUARY 2023**

February 5-8 Community College National Legislative Summit, Washington, D.C.

**MARCH 2023**

March 10-11 ICCTA Board of Representatives Meeting – Location to be determined  
March 24 ICCB Meeting, Illinois Valley Community College, Oglesby

### **APRIL 2023**

April 1-4

AACC Annual Conference, Denver, CO

April 4

Illinois Consolidated Election (including community college trustee elections)

April 27

Phi Theta Kappa Banquet, President Abraham Lincoln Hotel, Springfield

### **JUNE 2023**

June 2-3

ICCTA Annual Convention - Location to be determined

#### 1.8 Report – Student Government Representative

Ms. Zoey Lane presented the following report:

The Speech and Debate Team is hard at work practicing and polishing a range of events, including a persuasive speech on how the United States must take accountability for its nuclear testing in the Marshall Islands, a poetry program on narcissistic parents, and so on. The team will be competing virtually this year through a series of six tournaments hosted by Southwest Minnesota State University, with the first coming up the week of October 3<sup>rd</sup>. Wish them luck!

Student activities for September include:

- T-shirt tie-dye party and
- Service projects/volunteering at the McDonough County Animal Shelter and the Salvation Army in Canton.

TRIO kicked off TRIO T-shirt Tuesdays. Students, faculty, and staff are encouraged to wear their TRIO t-shirts on the first Tuesday of each month to promote the TRIO program.

TRIO hosted a number of events this month-fall fun days, a cultural trip to Nauvoo, and “Quick Eats” where students were taught how to meal prep on a budget, given a meal prep demo, and walked away with a crockpot and groceries to put the tips and recipes into action.

TRIO workshop topics for the month of September were: wellness, using Career Coach for career preparation, and note-taking.

The Healthcare Enthusiasts and Leaders Association (HEAL), student retention, and the student needs committee hosted a Wellness Fair last week on both the Canton and Macomb sites. HEAL purchased water and healthy snacks for both events and then HEAL, in partnership with the healthcare career programs, put together HEALTHY HABITS packets to provide some education on how to stay healthy and prevent the spread of infectious disease. Zoey was also able to help package the meals that were put together for students.

HEAL is currently working with the Student Nursing Association to collaborate on some events on campus coming up both this and next semester. They will also do fundraisers in order to do field trips and possibly a scholarship.

Zoey reported that she has helped with STAGE with work on the upcoming play. She is helping with costumes, selling tickets, and decorating.

Zoey said there has been a lot of student participation and hopes that continues for the next semester.

Zoey introduced her mom, Amy Lane, and grandmother, Vicky Lane, who were both in attendance.

## 1.9 Report - Spoon River College Foundation

Mr. Phillip Murphy presented the following report:

- Financials: Revenues: \$40,042.39
- The SRC Foundation Board did not meet as a full group this month.
- The Alumni Awards Reception and Athletic Hall of Fame Dinner will take place in the evening of Saturday, November 5 here at the Canton Campus, and I invite encourage you to attend if possible. This is one of the best nights of the year as we celebrate the achievements of SRC alumni. This year's honorees are: Distinguished Alumni Award: Rick Klinedinst; Alumni Achievement Awards: Barbi Brewer-Watson, John Davis, David Gregory, Randy & Susie McMillen, Jeff Standard, & Carla Teslicka; Outstanding Service Award: Janice Dare Bruster & Henry Dare; Distinguished SRC Retiree Award: Ellen Dodd; and Athletic Hall of Fame Inductee: Elliot "Pete" Terry.
- Additionally, the new display to permanently honor alumni award recipients is currently in production and expected to be completed by the event.  
The SRC Community Chorus 2022-23 season has begun:
  - Rehearsals are already underway for the holiday concert on December 3 & 4. Tickets will go on sale in October for those performances, and a third performance (Dec. 4, 3 p.m.) has been added this year.
  - For one performance only, local music legend and internationally-acclaimed musician and storyteller Barry Cloyd returns to the SRC Theatre stage on Sunday, Oct. 23 at 3 p.m. This show will include segments from some of Barry's most popular shows and is entitled *The Best of Barry Cloyd*. All ticket sales benefit SRC scholarships, and thanks to a grant from Two Rivers Arts Council, all adult tickets sold offer a complimentary ticket for SRC students and people 18 and under.
- It's scholarship season here at SRC! Please help to promote these opportunities:
  - Applications for Fellheimer Scholarships (current students who are McDonough County residents and meet other criteria) and West Central FS Scholarships (current students who are in agriculture or ag-related programs) are currently available. Both are due Oct. 21.
  - The general scholarship application for the 2023-24 academic year will be available by this Saturday, Oct. 1, coinciding with the date the FAFSA becomes available. These opportunities will be available to any student who completes the requirements by March 15, 2023 and who plan to attend SRC in the 2023-24 academic year.
- Finally, I want to give a shout out to Jerry Padowan, John Hardy, and all the folks who made the third annual Tom Zaborac Memorial Golf Outing possible on September 17. We're very appreciative of their efforts and generosity to our students and grateful for the trust to keep Tom's legacy alive through the two scholarships that he established through the SRC Foundation.
- The next meeting of the SRC Foundation will be Wednesday, October 19 at 7:30 a.m., both in-person and via Zoom.

Mr. Colin Davis presented the following report:

- Our annual campaign remains in full swing:
  - Our most recent mailing went out earlier this month, featuring a first-person letter from Shyler, a student from Havana who needed a new alternator and received assistance from the Foundation. Gifts are rolling in now, and we'll be evaluating the responses as they come in.
  - We're also already working on our next appeal – which will work in tandem with #GivingSPOONday (which is November 29 this year) – and will be quickly followed in December by a final year-end appeal to previous donors who have yet to "renew" their gift for 2022.
  - Additionally, we are starting work on a digital "Annual Report" that we'll be able to share with our donors before the end of the calendar year. This will include more information about the activities of the Foundation during FY21-22.

- Colin has recently interviewed several students who received Foundation support, as well as staff and faculty who work with the students regularly, to begin work on both the #GivingSPOONday social media video and several “testimonial” videos. While we expect these to be completed over the next month or so after some hefty editing (taking 90 minutes of interviews for each student down to roughly 4 minutes per video), we’re excited to see how they turn out and are already utilizing portions of it in our current work. For instance, every person who gives because of receiving Shyler’s letter will be receiving an acknowledgment letter with a QR code on it so people can see a video of gratitude, directly from Shyler himself.

What’s the point? Not only are we working to gain revenue and deepen our donor pool with new or long-lapsed donors, we’re also trying to increase the quantity and quality of our communication with donors. All of these, including the appeal letters, include references to real people who are being helped by donor support. Historically, donors had to kind of trust that we were doing the right thing and never *really* knew how their support was helping donors. We’re really upping our game in this department, trying to make sure that donors, prospective donors, and alumni are seeing why giving to the SRC Foundation matters, and we’re doing so across multiple platforms – mail, email, social media, and direct contacts from staff/volunteers – and via multiple media. It all is part of the cycle of stewardship – to ensure that prospective donors become first-time donors, and established donors continue to support us.

#### 1.10 Report – Board Member Comments

Mr. Biernbaum acknowledged that the St. Louis Cardinals are in the playoffs!

## 2.0 PRESIDENT’S REPORT

### 2.1 Communications

President Oldfield shared that Jennifer Burge is here tonight. She is the Director of Institutional Effectiveness at Bradley University and an intern in their doctoral program. She has been working with Dr. Oldfield since the beginning of the fall semester. She is working with us on issues that meet their doctoral requirements, and one of those items is an Equity Plan that is being developed for SRC. It is nice to partner her with Lucas Buchen, our Director of Institutional Research to identify gaps and move forward. Jennifer may join board meetings here with us from time to time to gain insight on governance. She will also listen in on our College Senate meeting scheduled for this Friday. Welcome Jennifer and thank you for your help.

President Oldfield reported on the following new employees here:

Jake Douglas, Business and Technical Analyst in IT. He comes to us with experience from DOT Foods. We are happy to have him with us at SRC!

Terri Schnoover is the Assistant at the Macomb Campus. She is just getting started with us, and we are excited to have her with us in the front office at the Macomb Campus.

President Oldfield reviewed the proposed reorganizational plan:

#### **Academic and Student Services**

Hire for the vacant Vice President of Education and Student Services. This would become the Chief Academic Officer.

Create a position and hire an Associate Dean of Student Services who would focus on achieving enrollment, advising, and retention goals including coordination of Student Success Coaches, along with Title IX compliance.

Create a position and hire a Faculty division chair for Agriculture and Industrial Technology

**Administrative Services**

Create a position and hire the position of Chief Financial Officer

Create a position and hire a Chief Operations and Safety Officer who would oversee facilities, construction, building and fleet vehicle maintenance, auxiliary services, safety planning, training, and reporting.

Will not refill current Vice President position

**Future Support positions**

Create a position and hire an accountant to focus on payroll, (payroll is currently completed by HR), SRC Foundation accounting, and assist with grant inquires, grant accounting and grant management.

Create a position and hire a Marketing Coordinator who would create and maintain social media posts, website content, and video recording to support marketing and PR.

Create a position and hire a Coordinator of Auxiliary Services to manage day to day activities of the Snapper Café, Print Shop, Bookstores (Canton and Macomb) and Coffee Shops (Canton and Macomb)

**President would supervise**

Chief Financial Officer

Chief Information Officer

Chief Operations and Safety Officer

Director of Foundation

Director of Human Resources

Director of Marketing

Executive Assistant to the President and Board of Trustees

VP of Education and Student Services

Dr. Oldfield said he has had a lot of conversations of faculty and staff and has come to these recommendations. Mr. Biernbaum asked if it is budget neutral. President Oldfield said it is general budget neutral because we can use Tort Funds for the Safety Officer, for example. The General Fund would be budget neutral. Mr. Cremer asked about the timeline for advertising. President Oldfield said if he doesn't hear any concerns from the Board, we will start next week naming people for positions and opening searches. His hope is to get a lot of this done before the start of the spring semester. Mrs. Butler asked what President Oldfield needs from the Trustees, general consensus? President Oldfield said yes, general consensus. He will keep the Board educated on the plan as it progresses. It was the consensus of the Board to support the plan. President Oldfield asked for Trustees to let him know if there is any opposition or concern. Mrs. Butler said this sounds like a solid plan. Mr. Cremer asked if any position is more time sensitive. President Oldfield said yes, the higher leadership positions are. Having those positions in place allows for other updates and changes.

President Oldfield reported that after the Board Meeting tonight he is heading to SIU to present on behalf of SRC to a White House working group – Interagency Working Group for Coal Impacted Communities. This group consists of entities impacted by the closure of coal fired power plants. He will be providing input on the recent closures of the two plants in our College District. We are excited to be a part of this process tomorrow. He will also provide information on how we worked with the Workforce Investment Board to support these individuals during the time of transition.

2.2.1 Authorize the following payments for the month of September 2022:

Payroll	\$446,934.92
Accounts Payable (excluding travel)	443,849.74
Accounts Payable Travel Expenses	12,171.37
Accounts Payable BOT Travel Expenses	302.04
Electronic Payments (Health/Life Insurance)	138,189.51
Student Refunds – Accounts Payable	- 0 -
Student Refunds – Nelnet (electronic)	<u>2,372.75</u>
<b>TOTAL:</b>	<b>\$1,043,820.33</b>

Following a motion by Mr. Biernbaum, seconded by Ms. Lane, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees authorized the following payments for the month of September 2022:

Payroll	\$446,934.92
Accounts Payable (excluding travel)	443,849.74
Accounts Payable Travel Expenses	12,171.37
Accounts Payable BOT Travel Expenses	302.04
Electronic Payments (Health/Life Insurance)	138,189.51
Student Refunds – Accounts Payable	- 0 -
Student Refunds – Nelnet (electronic)	<u>2,372.75</u>
<b>TOTAL:</b>	<b>\$1,043,820.33</b>

2.2.2 Contractual Salary Adjustment – President Oldfield

Mr. Cremer deferred this item to Mr. Maguire. Mr. Maguire explained that when the Board engaged President Oldfield as President in 2012, we had a clause in his contract that upon completion of his doctorate degree, there would be a change in salary. As of September 7, his transcripts are on file that he meets the requirements with the completion of the degree.

Mr. Maguire made the following motion: That the Board of Trustees approve an adjustment in the compensation of President Curtis E. Oldfield, increasing the current annualized salary by the amount of \$26,000.00, effective September 7, 2022, as provided in Section 3 (a) of the original employment contract by and between the Board of Trustees of Spoon River College District No. 534 and Curtis E. Oldfield dated April 7, 2012.

Mr. Cremer said this meets the obligations of the original contract with President Oldfield. Mr. Biernbaum said this still doesn't put President Oldfield's salary in range with the upper salaries. Mr. Maguire said it is still actually next to the lowest. With ten years of service to SRC, there will be 3 presidents in this State with more tenure than Dr. Oldfield. This is acknowledgement of the work and accomplishments of President Oldfield. President Oldfield said this is a great Board and a great staff to work with and he is very fortunate and the great staff make his work very enjoyable.

Mrs. Butler seconded Mr. Maguire's motion (above), and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved an adjustment in the compensation of President Curtis E. Oldfield, increasing the current annualized salary by the amount of \$26,000.00, effective September 7, 2022, as provided in Section 3 (a) of the original employment contract by and between the Board of Trustees of Spoon River College District No. 534 and Curtis E. Oldfield dated April 7, 2012.

## 2.3 Institutional Planning

### 2.3.1 Tenure recommendation – Barbara Ashwood, English Faculty – effective January 17, 2023.

President Oldfield said it is his pleasure to be able to recommend to the Board of Trustees to grant tenure to Barbara Ashwood, English Faculty – effective January 17, 2023. He explained that because of the tenure laws, we are bringing it for consideration tonight. President Oldfield shared from Holly Norton: Since joining SRC, Barbara has consistently demonstrated an outstanding level of instruction. Barbara utilizes innovative teaching methodologies within the classroom and online while also making the students feel at ease. In addition, she continually works to improve and update course material to make it more relevant to current trends and events within the classroom. Barbara has embraced the online, hybrid, and hybrid-flex delivery method which allows her students to choose which delivery mode works for them on any given day. Her classroom management skills and student rapport allow students to be fully-engaged while maintaining high standards of performance. President Oldfield echoed those comments from Holly. We are fortunate to have Barbara with us at SRC.

Following a motion by Mr. Biernbaum, seconded by Mrs. Butler, and a roll call vote of unanimous approval, it was,  
RESOLVED, That the Board of Trustees approved the granting of tenure – Barbara Ashwood, English Faculty – effective January 17, 2023.

Barbara thanked her mentor and Dean who she worked with through this process.

## 3.0 ADDITIONAL ITEMS

There were no additional items for the Trustees.

### 4.0 CLOSED SESSION. 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. Cremer said there was not a call for Closed Session this evening.

5.0 ADJOURNMENT

Following a motion by Mr. Biernbaum, seconded by Ms. Lane, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, September 28, 2022 adjourned at 6:50 p.m.

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Mr. Jerry Cremer, Chair

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Date

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Mr. Phillip Murphy, Secretary