

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

Wednesday, July 24, 2024, 10 a.m. – 4 p.m.

Spoon River College, Canton Campus, Engle Conference Center, Rooms B and C

23235 N. Co. 22, Canton, Illinois

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

Members Present:

John Biernbaum

Linda Butler

Jerry Cremer

Dave Maguire

Kevin Meade

Phil Murphy

Kent Schleich

Members Absent:

Esmeralda Uribe

Present: Dr. Curt Oldfield, President; Holly Norton, Vice President of Educational and Student Services; Andrea Thomson, Director, Human Resources; Sarah Gray, Chief Fiscal Officer; Mike Strauman, Chief Operations and Safety Officer; Raj Siddaraju, Chief Information Officer; Dusty Berg, Director, Foundation; Jo Branson, Assistant Dean, Student Services; Kaley Barbknecht, Coordinator, Academic Services; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

President Oldfield welcomed everyone to the Retreat. He asked for everyone to keep Brad O'Brien and his family in thoughts and prayers as he starts and continues with chemotherapy treatment. President Oldfield said he and Holly have met and have plans in place for coverage during Brad's absence. If you have questions, academic related, please reach out to Holly. President Oldfield said he will be handling Continuing Ed and Adult Ed. Brad is in positive spirits.

- FY 25 Budget Update – Sarah Gray reported that the audit is underway and will be conducted virtually again this year. Sarah began by presenting and reviewing the FY24 Operating Revenue Summary. She reviewed a breakdown of the tuition revenue. Sarah also presented the FY24 Operating Expense Summary and reviewed details with the Trustees. FY24 Operating and Auxiliary Results were also presented and reviewed. Sarah reviewed in detail the Auxiliary Profit and Loss. A discussion followed about Food Service and details on the loss. Mrs. Butler said everyone has done a very good job of managing finances. To improve our finances, we need to increase enrollment and/or add partnerships. President Oldfield agreed and stated that we do have a little expense that could be trimmed. We do have to increase enrollment. Next, Sarah presented and reviewed the proposed FY25 budget. She reviewed the FY25 All Fund Summary as well as the Operating Revenue Summary. Sarah presented the FY25 State of Illinois Support and reviewed grants and reminded the Trustees that this does not include the Equalization Grant. She noted that PPRT is projected to be lower, so she decreased that. She also reviewed the FY25 Tuition Revenue Summary as well as the FY25 Fee Revenue Summary. Sarah then reviewed the FY25 Operating Revenue Sources, totaling \$11.1 million. The FY25 Operating Expense Summary and by Program were presented and reviewed by Sarah. Sarah then reviewed the budget process and the zero based budgeting this year. The Goal is a collaborative and transparent process, and everyone had the opportunity to participate in the process. Each budget line was reviewed and adjusted to the appropriate FY25 amount. Budget packets were given to administrators in March, and new electronic forms were created to aid in data collection and approval routing. The focus has been on what we can control, and she reviewed the controllable expenses. She also presented and reviewed the FY25 Operating Budget Requests. She thanked the budget managers, faculty, and staff for their hard work in preparing the FY25 departmental budgets. It is a transparent process that included input from all employees of the College.

President Oldfield said we will hold a budget hearing this afternoon at the Board Meeting, and the budget is on the agenda for the Trustees to take action. A discussion followed regarding State funding and efforts to address that. President Oldfield has been asked to serve on a state-wide task force charged with addressing funding issues.

- Jenzabar One implementation update and Network Security Audit – Raj Siddaraju presented the Jenzabar One Timeline. The kick-off will be in January 2025 with implementation set for Summer of 2025. The complete migration will take about a year and a half with the final phase complete by December of 2026. The current system that we have is end of life and will no longer be supported. Jenzabar One Phase 1 is the Initiation; Phase 2 is Set-Up; Phase 3 is Training; and Phase 4 is Operational. Raj also reviewed with Trustees the enhancements that will be achieved with the upgrade. He also presented and reviewed areas of improvement that will be a part of the upgrade. A Chatbot answers commonly asked questions with preloaded responses. This tracks student questions. An Analytics Suite includes a Program Insights Model, Financial Health Model, and Data Cloud. Communications Plus unifies interactions, increases visibility, and eliminates silos across campus. Competency Based Education (CBE) allows for flexibility in courses, academic dates and duration to accommodate different learning models. The Retention Full Suite identifies risk, alerts staff, intervenes, and tracks the results of intervention program at the end of the term to identify what's working. Raj also reported that we had a number of employees who attended the JAM conference earlier this spring. Takeaways from the conference include that Jenzabar One is much more user friendly; includes billing code flexibility; allows electronic creation and submission of budget requests, embedded AI will allow for quick and easy report requests; and workflow allows authorization/approval of journal entries for auditors. Kevin Meade asked if it is a standard implementation timeframe to take a year and a half. Raj said there are multiple schools going in at the same time, and there is also a desktop and web version that will be at the same time. It will eventually be web based. President Oldfield said our small staff is also an issue with maintaining current work flows while also moving to the new system.

Raj also reviewed and presented the Cyber Security Audit Summary. He said that one of the basic Microsoft service ports is open but was not vulnerable. Password spray against college email system did not disclose any valid credentials. At the conclusion of the test, no access was obtained to any of the Spoon River College systems, user accounts, or to any sensitive information. Mrs. Butler asked if Jenzabar comes with its own set of cybersecurity features and do we have to enhance ours to meet that. Raj said they are supposed to give us all of that and more and share all of that with us. They are

responsible for that. President Oldfield said he is very encouraged with the new opportunity for data reporting for reports that will be standard that we can then expand on. Dave Maguire said we are very fortunate to have an awesome IT Department at SRC. Raj said we are fortunate to have a very good IT Team.

Lunch President Oldfield said lunch will be delivered, and until then, Jo Branson will review the Recruitment/Retention portion of the Student Success agenda item.

Strategic Goals and Future Planning 2025-2028

1. Student Success

- Recruitment\Retention – Jo Branson thanked Missy for the report that was developed, and Jo indicated that numbers being presented are now slightly out of date. Jo presented the Total Credit Hours for fall and said we are up. She specifically presented Fall Enrollment Total Headcount and said we are up 4% and up 15% over 2022. The numbers presented are at the end of 10th day for comparisons except for 2024. Full-time Headcount is students taking 12 credit hours or more. We are up for full-time and equal with part-time. The Gender Breakdown shows that we are at 271 males which is an increase from 2023. We are seeing good improvements with males. Our female number is steady with last year but up over 2021 and 2022. Male student population has decreased in higher education, and we are encouraged to see the improvement. Our Fall 2023 to Spring 2024 retention is 79.6%. She also reviewed our retention as compared to peers, and we are ahead of peers on part-time retention and steady on the graduation rate. Our peer institutions are Carl Sandburg, John Wood, Shawnee, and Southeastern). Jo presented and reviewed the Future Recruitment and Retention Initiatives and explained that the goal is a 3% increase in credit hours with an overarching goal of 30,000 total credit hours per year. She reviewed initiatives that the ACE Committee is addressing: target male population; target adult population; engage SRC employees in recruitment and retention; increase dual credit to college conversion rate. Every dual credit student will receive a Spoon River College t-shirt and are encouraged to attend events on campuses. Jerry Cremer asked if we feel we have support from high school counselors. Jo said there has been a little turnover, and we have meetings set to meet and establish working relationships with new counselors. We do have support from the high school counselors. We surveyed SRC employees in the Spring of 2024 for input and ideas.
- Out of town student orientation for community resources – Holly reviewed and presented our plans for orientations for out of town students. Linda Butler asked how we define out of town. Is that out of district? Holly said it is for students who are coming here who aren't knowledgeable of the area. President Oldfield said the first efforts were to address a wider area but having it be more inclusive to include students and get them with those from "out of town." This is for suburb students as well. Kevin Meade said with Rushville, those students who come here from the Congo have communities of people who help transition them as they arrive. Kevin said that is the same type of idea. Kevin said this agenda issue came from conversations with a couple who had a son coming here to play baseball. Kevin's request is to learn how we work to orient students who move here from out of the area and what we do or can do to help acclimate people from out of the area. Holly reviewed that future plans include welcome packets from Chambers, tours of communities including recreational areas, and athletic department additional team building and mentoring programming. We also do a cookout for students and families and that could be expanded to include all students. President Oldfield said it would also be good to sit down with those students and ask what is missing in order to help reduce barriers for them. Phillip Murphy said we have also had our athletes mentor students. President Oldfield said we have our men's basketball team members mentor students at Ingersoll Middle School. Kent Schleich said that Carl Sandburg College had special orientation sessions for international students as well.
- At risk students – Holly reviewed efforts underway to address at-risk students. We are going to enhance marketing of services to students. We will also be updating promotions to faculty, increasing laptop lending resources, revamping Students Needs Center, provide private study space in the LRC, and research the development of a learning lab and resources. Holly reviewed the TRiO Student Support Services. The application is submitted to the Department of Education and is a five-year (2025-2030) award totaling \$1,361,820. 75% of SRC students eligible for SSS Services are low income; first generation; and disabled eligible. In Athletics, Danielle Cheatham, Assistant Director of

Athletics & Intramurals is assisting. The primary focus is supporting student athletes. In 2023-2024 the highest GPA on record was 3.26.

- Mental Health Services – Holly reviewed Mental Health Services for Students. Mental Health Early Action on Campus Act – FY25 is to be determined. The grant will be competitive with an application process (FY24 amount \$98,987). We will continue with TimelyCare, which is virtual counseling offerings 24/7 to mental health professionals. Faculty and Staff Guidance Line – reaches TimelyCare team when guidance is needed for a student in distress. TimelyCare promotions include contests for students to register. Kevin Meade asked about usage. President Oldfield said Missy shared that the usage is up, especially with African American males. Kevin said he likes that a male, who is less likely to seek help, calls. And with in-person, there is a growing demand, and this has the capacity to handle this. Holly said confidentiality is also a consideration as well. John Biernbaum asked about handling a more catastrophic event. President Oldfield said we have had that type, and our success coaches arrange for counselors. We also work with area agencies to arrange for counseling crews, if needed. Mental Health First Aid Training for Employees is coordinated by Human Resources. We have had staff take advantage of this and will be expanding to faculty. We also collaborate events with student activities. We also have Wellness Rooms where students can find a peaceful spot to unplug, find balance, and practice mindfulness- students and employees!
- Non Trad faculty as role models for students – Holly said we are working with Marketing to move forward with this initiative. We will be trying to do more to make it known that it is ok to be “different.” Kevin Meade said this is his agenda suggestion, and he said encouragement for initiatives outside of the norm are essential. President Oldfield said there is a community college that will have a separate section only for female welding students.
- Title IX and Board Training – Andrea presented and reviewed with the Board the 2024 Title IX Regulations. She explained that Robbins Schwartz will educate us on the new regulations, and she reviewed the details. She anticipates having the updated and necessary training for employees and Board members in August. Illinois Sexual Harassment training will be included as well. Linda Butler said the KnowBE4 modules are easy to navigate. We are required by law to offer both the Sexual Harassment and Title IX trainings.

2. Facilities, Operations, Security

- Human Resources – Andrea provided the Trustees each with a sample of onboarding materials that new employees receive. Additionally, Andrea reviewed some current hot topics in HR in general. Civility is a big issue, and according to recent studies, Workplace incivility has become common. SHRM’s Civility Index measures how civil we are at work and beyond. 1,611 US workers were asked how often they experienced or witnessed uncivil behavior in their daily lives and in the workplace. Andrea reviewed the results and the Civility Index Scores with the Trustees. She presented the Business Impact of Uncivility and why it is happening. What can we do? Andrea said we can foster a respectful workplace that includes active listening, conflict management training, team building, and encourage a sense of community friendships. Andrea reminded the Trustees that we also use Interest Based Bargaining as well. She presented and reviewed Mental Health in 2024 Research. We can help by training supervisors to counter the stigma against speaking about mental health. TimelyCare for employees – higher ed mental health support for students – expand to include employees. Mental Health First Aid Training to help employees identify students and employees experiencing mental health issues. Kevin Meade asked what we are doing that is right. Andrea said she feels that the Interest Based Bargaining is a very good and effective method that covers so many aspects. We are doing a lot of things well. Linda Butler said we also need to consider who and where we are serving. Dave Maguire said in the last several years, electronic media has not helped. You have employees sitting next to each other yet still email instead of having face to face conversations. John Biernbaum offered another suggestion to build resilience and confidence building both in and out of the workplace. JB said he applauds Andrea and the efforts of the HR Department. President Oldfield said the other thing that helps us a lot is the singular goal purpose. People feel more included when a part of the same goal and helping others succeed. Artificial Intelligence (AI) – How is AI going to revolutionize the workplace? AI is set to transform the workplace by enhancing efficiency, productivity, and innovation across various industries. AI-driven automation will streamline routine tasks, allowing employees to focus on higher-value activities. Andre reviewed next steps with AI and

the steps to creating AI Policy and the implementation of policies and procedures. Andrea said there is great room for growth as well as training.

- Safety Training – Mike Strauman reported that we recently met with Chris Helle of Fulton County ESDA, and Chris was able to bring in some State and FEMA resources to put together a mock training. It was a tabletop exercise, and we conducted this with the Crisis Response Team. The next goal is to roll this out with other key players this fall, and the Spring of 2025 we will conduct a mock scenario. We will start slow and focus on weather-related issues. A mass casualty response would be a little later on. We have been meeting monthly with the Crisis Response Team.
- Current Facilities Projects, facility needs and uses, Macomb East, sale of properties, possible CTE center – Mike reported on a large project this summer. The Canton Parking lot improvements have been needed for a long time to preserve the Canton parking lot. This has been a large undertaking this summer. Four center islands have been removed in the Engle/Taylor parking lots. This will improve maintenance time when clearing lots while also adding some parking spots. We have also removed grass in islands which will be replaced with rock. The Canton Parking Lot project has been a large undertaking but will reduce time with maintenance in the future. The goal is that by the end of next week, the lots and circle drive will be filled and finished. The Taylor Hall lot will be handled this fall. Mike also reported on solar and said the site plan and interconnection request application has been completed. Once we have the approval from Ameren, the geo sampling and core sampling can begin and the route plotted for connection. The site access road will be a fairly large project. Roadwork in the arboretum will have to occur for the project which could provide us with future opportunities in the arboretum. Linda Butler asked if the solar company is responsible for the road work. Mike said yes. Linda asked about realizing the cost savings of solar. President Oldfield said that will be in 2027. Mike also provided the Trustees with an update on the Macomb Campus project. We are currently on time, and he has been meeting weekly with the contractors. Right now, progress is being made, and on Monday of this week, workers were starting to cut out floors, etc. Mike reported on the electrical switch gear concerns with a 54 week lead time and said we were able to switch the provider, and with an expedited shipment, we are looking at a 26 week lead time at this point. This will keep the project on track. President Oldfield said Jerry Cremer had asked earlier where we are at with the Finn property next door. President Oldfield said we had been approached by a church to purchase and move the house, but the costs weren't conducive with their needs, so they have declined. Discussions have started about moving offices and staff to the house and use it for office space. Mike said he will be researching the requirements in order to achieve office space. President Oldfield asked for guidance on how to proceed the Johnson Street facility. He is not comfortable of being a representative for a sale. He would prefer the Board select or name a realtor to handle the sale. He offered his suggestions for a realtor selection. Linda Butler asked if this would be exclusive or multi-listing. President Oldfield said he would think it would be MLS. Linda Butler said assuming we go that path, how do we appraise. President Oldfield said we have a commercial appraisal from three years ago, so we have a starting value. We would probably need a new appraisal. President Oldfield said he would not be comfortable representing the Board for a sale. Linda said she is not opposed to using a realtor and feels it is a good thing to do considering the market. Jerry Cremer asked if we use the same group for the appraisal as before, he would like to request the use of more accurate comparables. Mike commented that we have also made some facility repairs/enhancements since that appraisal. Mike said Ameren also has some projects that we could take advantage of us to address lighting as well. He has just started reaching out this week to pursue this. President Oldfield also reported that August 22 (later the date was changed to August 29) is the Wall Breaking Ceremony here at the 2500 East Jackson facility to celebrate the start of the construction. It will be from 3 to 5 p.m. The back up date is August 29. The Governor's Office has declined at this point. Mike also presented and reviewed the SRC Facilities Update. He summarized the Canton Facility Assessment (2012). At that time, there was a 10 year cost of just over \$11 million and the majority of that was HVAC. \$2.2 million was building envelope items, and Mike provided a spreadsheet for the Trustees. Some of those projects have been completed, and Mike said he would like to have BLDD do another assessment to have us updated with projects and large projects that are coming up in anticipation of another bond issue. Deferred Maintenance priorities were also reviewed. We have provided three projects to the State for deferred maintenance projects, and we submitted replacement of the Macomb East Parking Lot (remaining); resurface the three parking lots in Canton; and tuckpointing Canton Campus. The total cost is \$5.3 million. President Oldfield said there are funds in this year's State budget, so we were asked to rank and submit projects. Linda Butler asked if it is a Board decision to

employee BLDD to do the assessment. President Oldfield said it would be cleaner to have BLDD provide us with a cost and have the Board consider and approve. President Oldfield said that Linda has also mentioned a CTE Center. He said his vision for the remainder of the property to the east is a Career and Tech Center. This would be a new structure and have a center where we could provide career and technical education in areas such as HVAC and masonry. It could be a combination between the trades unions, ourselves, and schools. We could also provide for evening trainings for high school students. The vision is almost like the VoTec building in Canton. Dave Maguire said the regional superintendent and the Macomb superintendent have expressed interest. President Oldfield said once the Macomb construction is complete, we will move forward with pursuing this. A discussion followed regarding another facility that is in close proximity to the 2500 East Jackson facility.

- IGEN – Sarah Gray presented on IGEN and said this is discussed a lot at the CFO conferences. It is in partnership with the Illinois EPA. Community colleges have joined, and Sarah said we are not yet a member. She reviewed the cost to join and projected cost savings. She reviewed some of the projects that have been completed. Electric vehicle charge stations has been one of the projects. Grant funds are available for projects. President Oldfield said the funding for these projects comes from your utility bills. Sarah said IGEN is an opportunity that has been pushed our way that maybe should be considered. President Oldfield asked if there were any concerns to use budget funds to join. Linda Butler asked if there is a downside. Some projects could be very interesting to students. President Oldfield said he would like to put renewal energy pathways in a Career Center. You have to be an IGEN member to access the curriculum. Sarah will proceed with the application and get that to President Oldfield. President Oldfield said he has asked Sarah to be the representative.

Sarah Gray presented and reviewed the SRC Bond Schedule as of July 1, 2024. She also reviewed the State Funding formula and reviewed why we didn't receive the equalization grant this year. She presented the Equalization Calculation with the Trustees as well as the FTE. A discussion followed. Sarah presented Operating Funds by Source and said about 35% of our funds comes from property taxes. Sarah said the State is maybe 10% and the remainder is tuition.

- Finances, BEP, Purchasing – Sarah Gray reported on the Business Enterprise Program which was created with our first reporting year in 2016. It was to show how we promote inclusion. She reviewed how we meet BEP goals and reviewed challenges that we face: limited number of BEP certified vendors in our area in the needed industries; lack of dedicated purchasing staff to source and select vendors; balancing cost-effectiveness with BEP participation; lack of awareness among potential BEP vendors; and complex and time-consuming certification process. We recognize the importance of engaging with a wide range of diverse suppliers and meeting the state aspirational goal of 30% BEP spending. SRC does business with firms owned by minorities, women, and persons with disabilities that are not currently BEP certified. Support and guidance is needed to help vendors navigate the BEP certification process. Sarah presented Outreach Initiatives to increase awareness and create a broader pool of qualified vendors. Targeted outreach campaigns is to inform minority, veteran, and women-owned businesses about BEP. Attend industry events, social media campaigns, and partnerships with local business organizations. Those who qualify are women, minorities, veterans, the disabled. In addition, Sarah reviewed BEP Certification Support and Internal Training Support, Monitoring and Evaluation and Long-Term Goals. Sarah addressed how we position ourselves to achieve these goals: focus on purchasing. Initiatives include centralize purchasing, maintain and develop supplier relationships, participate in college purchase consortium, create requests for proposal and bid development, compliance with diversity and inclusion goals and BEP reporting, analyze purchasing activity, and ensure sales taxes are not paid on exempt purchases.

3. Academics Program Development (CTE and Transfer)

- Academic Programs updates, in process and planned. Aspen Institute with WIU update - Holly Norton reviewed some focus changes for pre-engineering versus physics. She will keep the board informed with that outcome. In the area of academic support for faculty, Holly talked about the New Faculty Academy which is a course within LMS for new faculty and includes follow up with the Director of Academic Support and Division Chairs. The Summer Innovation Series is focused on the

future of AI in Higher Education. She reported on Common Course Number Legislation and said 20 states currently use Common Course Numbering. Legislations did not move forward but it will be back. Holly also reported on Aspen-AASCU Transfer Student Success Intensive. It aims to address challenges and optimize the transfer experience: seamless transition, academic achievement, holistic support, collaboration, identification of challenges, resource optimization, and data-informed decision-making. It includes the development of Strategic Transfer Excellence Plan (STEP). The team is comprised of representatives from WIU and SRC. This is a year-long project with a STEP launch date of January 23, 2025. Holly presented the WIU-SRC Vision Statement: We commit to providing support services, programs, intentional pathways, and life-changing experiences between our aligned institutions while empowering all students to find success inside and outside of the classroom.

- Bibliu- Holly presented and explained that this is a digital textbook option and would be available through Canvas, and the resource would be available the first day of class. Sarah Gray has been working on this as well, and Holly said we are doing a pilot this fall. We asked for faculty volunteers to serve in the pilot, and we have a handful who are participating. For spring, the plan would be for all OER, and the contract with MBS would be up in the spring as well, so we would go full blown Bibliu after that. The students will save a lot of money with this.
- Grants – Holly presented a grants summary from the last five years. She included some that are expected and included some updates since the document was posted. As of today, the total is \$2.6 million so far for FY25.
- Partnerships with area high schools, businesses and other partners – Holly reported that we will start having some SRC faculty going to district high schools to teach dual credit classes. We have already been doing that in Lewistown. This year we will be at Macomb High School for English and Communications. We have also been asked by Farmington High School about Spanish. We have that listed currently as Pending because of the qualifications requirements and the ability to find someone to teach. She reported on Canton High School with 25 students expected for Fall Running Start. They are also using their CEJA grant funds to pay for dual credit courses for CHS students. Brad O'Brien has a new Small Business Management – Introduction to Entrepreneurship course for this Fall. Kent Schleich asked about Valley, and Holly reviewed those options.
- Dual Credit legislation – Holly reviewed the Dual Credit Quality Act Amendments. The proposed amendments did not move forward but will be back. The issue is equity and access among schools and students. It is imperative that Illinois community colleges pro-actively work to develop a plan.
- Continuing education (non-credit) –

Agriculture

Temporary adjunct faculty has been hired for the first 8 weeks of this fall semester
Program redesign – courses lined up by semester to ensure graduation in 2 years
Recruiting remains a challenge with one full-time instructor

Industry partnerships

Department Needs:

Tractor, tillage equipment, and precision agriculture equipment to be better equipped for the precision classes. Dave Maguire asked about equipment costs. President Oldfield ballparked a minimum of \$100,000 to get started.

We will begin discussions with industry for partnerships for teaching the precision classes.

Recruitment Visits:

Lewistown High School, Havana High School, Cuba High School, Spoon River Valley High School, Macomb High School, VIT High School, Farmington High School, Farmington Livestock Show, Cuba Livestock Show, Section Ag Teacher Meetings, Rushville Career/College Fair

Coming Up:

Greenhouse equipment purchase and installation
Extending land lab behind Votech where high tunnels were previously

SRC will host Section 12 FFA Forestry and Speech & Quiz Bowl contests
Continue working on articulation agreements with WIU, SIUE, and Illinois College.

Commercial Driver Training
New Tractor/Trailer Status
Tractor/Trailer Inventory
CDT future staffing 8-2025

Diesel And Power Systems Technology

New student enrollment increased this year. As of now we have 14 new incoming students. Last year at this time we had 7. Thankfully, we have retained 7 of the new students from last year who are returning as sophomores.

Demand for technicians continues to outpace entrants.

Recruiting: Working on new recruiting plan in order to hit every high school in the district as well as those in Carl Sandburg College and John Wood Community College districts.

Industry Partnerships: New sites for internships this year: Altorfer in Ease Peoria, Wabtech (GE Rail) in Galesburg. Continued work to strengthen relationships with Birkey's and Martin.

Future planning:

EDA and CEJA grant have been a great boost to the program bringing technology up to date. We will continue to showcase the facility and technology.

Enrollment needs and instructor staffing needs

Early Childhood Education
Growth potential: enrollment has doubled under the new accredited program.
Opportunity for dual credit growth as well as credit for prior learning given.
Funding Challenges: lost institutional and scholarship funding through ECACE.

Allied Health

Plans to expand partnerships to offer more short-term non-credit certification programs in healthcare areas requiring upskilling.

Focus FY25 in partnering with high schools to offer Medical Assisting as a 2 year dual credit program.

Continue to expand certifications and licensure tests in our credit allied health programs.

Continue work recruiting both traditional and non-traditional students into healthcare programs

MLT enrollment remains steady. One away from a full first year class for fall, and we have one transfer making up 9 students in our second year. Met with Sarah D. Culbertson Hospital to expand partnership for internship sites.

HVAC-R

CEJA #2 will be focused on outfitting the HVAC-R lab at the new Macomb Campus.
Program will begin Fall 2025.

Partnering with:

Brian and Brian from Arnold Brothers
The Esco Institute: Curriculum and HVAC Solutions

Dirk Nauman with Habbeger HVAC solutions and HVAC Simulators.

Manufacturing/Advanced

Enrollment continues to do well in welding classes

Dual credit continues to increase each year

Focus on FY25 will be the development of curriculum for the Robotics portion of Advanced Manufacturing.

Partnering with AIDEX Educational Systems, we will be using CEJA #2 for equipment and curriculum for the new lab in Macomb.

Nursing

ACEN Accreditation visit in February 2025

Curriculum revisions will begin in Fall 2025. Goal is to condense the program to focus more on clinical judgment while preparing students for NCLEX.

Planning equipment and layout for new Macomb Campus

Looking ahead at funding for updated and remodeled Canton NSL and NA labs.

Looking to expand partnership with OSF in order to use the JUMP Simulation Center more frequently for actual clinical skills and simulation training.

Community Outreach

Non-credit grant kicked off April 1. So far we have provided training to 15 businesses using these grant funds.

Working on a large scale managers and supervisors training with NTN Bower for this fall.

New fiber optics technician program is kicking off in October. Partnering with MidCentury Communications, McDonough Telephone Cooperative, and Cass Communications.

Working with McDonough District Hospital Pharmacy on trying to keep the Pharm Tech program non-credit while also meeting the accreditation standards.

Growth in contract training is being seen and expected to continue.

Planning is also centering around growth of non-credit career programs as the demand for short-term credentials continues to grow.

There is room for growth in the career area for hemp growing. Challenges are currently available space for labs and growing.

We are looking ahead at identifying funding for some facility upgrades in both Canton and Macomb for enhancing virtual meetings that are often held in the conference room with extra monitors.

As construction continues and concludes, we will keep an eye on staffing needs as we expect enrollment in all programs, credit and non-credit, to grow. This may develop a need for additional advising and supports for the non-credit students.

Adult Education

Goals directed by ICCB:

1. Improve outcomes by scaling effective models and strategies.
2. Increase post-secondary transitions and credential attainment
3. Strengthen college and career readiness
4. Develop career pathways and or ICAPS programs

Planning for this year's grant funds to assist in starting to purchase new/updated furniture for the Macomb Campus. This may take a few years to accomplish.

Looking forward to being closer to the instructional services area in Macomb.

Staffing as a result of upcoming retirement of Cyndi Johnston.

4. Foundation and Fundraising – Dusty Berg presented the following:

Outfitting Macomb Campus – We've already begun the conversations to furnish the rooms that will be finished in May. There are a few rooms that won't be finished due to the shortfall.

Fully fund free dual credit courses – Dual Credit is becoming more competitive. This is a direct benefit to the communities we serve.

Endow the Hardship Grant – This grant has seen quite a bit of use. It is currently funded through the use of unrestricted funds.

Funding Our Goals

SRC Foundation's first \$1M contributions

Increase the rate of Major Gifts

- 5 gifts of \$50K or more
- 3 planned gift commitments of \$100K or more

Build on Previous Work

- Giving Spoon Day Goal of \$95K
- Use the Alumni work done with Rescigno's to make personalized contact with specific donors.

How Should We Be Going About This?

Events: Help raise funds for small projects or immediate needs. Provide social opportunities to engage community members and donors who may not be interested in regular giving or large gifts. Each event requires its own marketing campaign and considerable volunteer involvement. The funds raised can vary and are subject to attendance (weather/conflicts)

Capital Campaigns: Aimed at meeting strategic goals and funding large projects like endowments and major construction. Involves strategic engagement with major donors and stakeholders through relationship building and personalized outreach. Requires a long-term marketing campaign and requires fewer staff/volunteers. Funds raised are higher amounts and focused on securing large donations.

Foundation Staffing

Foundation Director: Develop relationships with potential major donors to secure large gifts; oversee the disbursements of scholarships and other funds; seek out grant opportunities where possible; work with Rescigno's to generate an impact report each year.

Events and Alumni Coordinator: Work with Rescigno's to maintain alumni records and identify potential donors; Assist the Director in generating letters to be used in direct mailings; plan events designed to engage alumni and the community.

Due to time restrictions and that the Board of Trustees would start its regular monthly meeting, the following Retreat agenda items were not addressed:

- Succession strategies for Foundation Board members

Board Policy/Procedure Review and Planning – nothing reported on this

- Succession planning for Board of Trustees members
- Board policies – review and recommendations for updates
- Board of Trustees Sexual Harassment Training

CLOSED SESSION. (if needed). In accordance with the Illinois Open Meetings Act, Section 2, Subsection c, 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; (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; (6) The setting

of a price for sale or lease of property owned by the public body; and (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

The Board did not have a Closed Session.

The Retreat concluded at 4:27 p.m.

Jerry Cremer, Chair

Date

Linda Butler, Secretary