MINUTES OF THE RETREAT

OF THE

BOARD OF TRUSTEES OF SPOON RIVER COLLEGE

Wednesday, July 23, 2025, 10 a.m. – 4 p.m.
Spoon River College, Macomb Outreach Center, Rooms A and B
2500 East Jackson, Macomb, Illinois

The Retreat of the Board of Trustees of Spoon River College was held on Wednesday, July 23, 2025 at 10 a.m. at the Macomb Outreach Center, Rooms A and B, 2500 East Jackson, Macomb, Illinois.

Members Present:	John Biernbaum
	Linda Butler
	Jerry Cremer
	Dave Maguire
	Kevin Meade
	Phillip Murphy
	Kent Schleich – arrived at 11:30 a.m.
	Logan Booth

Present: Dr. Curt Oldfield, President; Holly Norton, Vice President of Educational and Student Services; Missy Wilkinson, Dean, Student Services; Hannah Neuendorf, Director, Human Resources; Melissa Miller, Dean, Career and Workforce Education; Sarah Gray, Chief Fiscal Officer; Mike Strauman, Chief Operations and Safety Officer; Raj Siddaraju, Chief Information Officer; Dusty Berg, Director, Foundation; and Julie Hampton, Executive Assistant to the President and Board of Trustees/Recorder.

President Oldfield welcomed everyone to the Retreat. He reviewed the schedule for the day with the Trustees. Ken Florey from Robbins Schwartz will be joining us via Zoom today at 3:00. Following the regular Board Meeting, we can tour the rest of the building.

- FY 25 Budget wrap up: Sarah Gray presented the FY25 Budget Update. She reviewed the FY25 Operating Revenue Summary. She reviewed the Budget versus Actual. Sarah presented and reviewed the FY25 Tuition Revenue Summary. The review included in-district, out-of-district, online, dual credit, and truck driving tuition as well as credit hours.

FY25 Operating Expenses Summary – Sarah said we did a good job at holding expenses. he reviewed salaries, benefits, contractual, materials, travel/meeting, fixed charges, utilities, waivers, capital outlay, and other.

FY25 Operating and Auxiliary Results – Sarah reviewed the Education, Building, and Auxiliary funds, revenues and expenses.

FY25 Auxiliary Profit and Loss – Sarah reviewed the Auxiliary Profit and Loss. Mike addressed food service, and he said when he started at SRC, he asked what the expectation is and was told it was for the students. Our general loss is in the area for staffing. Pricing could be reviewed and addressed if we want to offset some of that loss, and he would like some direction. A discussion followed about food service. Logan asked about a meal plan that students can buy in advance. Sarah said we do have a meal card that can be purchased through the Bookstore. Dave Maguire said his concern is being focused on small savings versus keeping students on campus and having an opportunity to congregate. You don't want to lose what you currently have. Logan said he is not sure many students know about those meal card options. President Oldfield said we want the Board to be aware and it could be a future decision point. The loudest group will probably be our staff, if changes are made.

Sarah said the audit review started Monday of this week. The Audit will probably be presented in October this year.

- FY 26 Budget presentation: Sarah Gray presented the Proposed FY26 Budget.

FY26 All Fund Summary – Sarah presented the All Fund Summary and reviewed the various funds. She explained that we are no longer able to levy enough to cover the complete cost of the audit.

FY26 Operating Revenue Summary – Sarah reviewed the summary with the Trustees. A discussion followed about tuition. She also reviewed that the PPRT Revenue is basically budgeted to be flat. Sarah said we once again qualify for Equalization and will be able to levy the additional tax for next year.

FY26 State of Illinois Support – Sarah said the numbers presented are off of the most current numbers from the State.

FY26 Tuition Revenue Summary – Sarah said the FY26 budget reflects a 12% credit hour increase at new rates. We have kept the same budget with the exception of online.

FY26 Fee Revenue Summary – Sarah reviewed the fee revenue summary with the Trustees.

FY26 Operating Revenue Sources - $11.1 Million –
State of Illinois - $1.2 million
Tax Levy/PPRT - $4.5 million
Tuition and Fees - $4.8 million
Other - $0.3 million)

FY26 Operating Expense Summary – Sarah presented and reviewed the expenses with the Trustees. We are basically looking at the main increase in salaries and benefits.

FY26 Operating Expenditures - $11.6 million –
Salaries $6.5 million
Benefits $1.8 million
Contractual $0.6 million
Materials $1.4 million
Utilities $0.5 million
Waivers $0.5 million
Other $0.3 million

FY26 Operating Budget by Program – Sarah reviewed the various program budgets.

FY26 Operating Expenditures by Program –
Instruction $3.5 million
Academic Support $1 million
Student Services $1.1 million
Maintenance $1.5 million
Continuing Ed $.4 million
Institutional Support $3.6 million
Waives $.5 million

How did we get here? Sarah presented the FY26 Budget Process Plan: Goal: Develop a balanced budget for FY26 utilizing a collaborative and transparent process.

- Continued zero based budgeting approach for FY26 (budget based upon the plan for expenses not just rolling it forward).

- Each line item was reviewed and adjusted to the appropriate FY26 amount. Not as much of a reduction since we did this in FY25.
- Budget packets were given to administrators in March.
- Electronic forms were created to aid in data collection and approval routing.

FY 26 Operating Budget Requests –

We were able to build the following into the FY26 budget:
- Wage increases for all employee classifications approximating 3.5%
- Accreditation expenses
- Increases in athletic team supplies, travel expenses, officiating expenses, and a full season of cross country
- Professional Development funds for J1 implementation
- Increases in the marketing budget for increased online advertising and graphic design services
- Software for the Art department Apple iMac Lab

FY26 Budget Process Realized
Goal: Achieved! Sarah said she wanted to commend the budget managers and staff for their hard work in preparing the FY26 departmental budgets. Budget documents were prepared and returned electronically this year. They were submitted on a timely basis and were very well organized and detailed. We once again utilized a zero-based budgeting process for this year, which requires a detailed review of prior expenditures as well as careful planning and calculations for this budget year. The budget build for FY26 was a truly transparent process that included input from all employees of the College.

FY26 Operating Budget Risks
The following items will be a challenge in the FY26 budget:
- **Tuition** – Growth is essential for long term viability.
- **State Funding** – Actual allocations were $57,076 LESS than budgeted.
- **Personal Property Replacement Tax** – The budget is $287,364 HIGHER than FY25 Actual receipts.
- **Insurance** – Actual rates based on costs and "experience factor" could be significantly higher than budgeted.

A BRIGHT SPOT – We once again qualified for the Equalization Grant which will allow us to levy the Additional Tax for FY27 (if one is determined). President Oldfield said he will begin serving on a Committee this August will be digging in to the Equalization Grant and try to figure out the rhyme and reason as well as the qualifications.

FY26 Operating Budget Limited Control – Sarah reviewed the areas of limited control.

Focus on what we CAN control. While about 76% of our budget is out of our hands, we CAN still make a difference!

FY25 Operating Budget Controllable Expenses – Sarah reviewed the areas of controllable expenses.

FY26 Keys to Success:
- Increased Enrollment
- Cost Reduction
- New CTE Programs

Phillip Murphy asked about new programs and programs that we do not function at a loss. President Oldfield said CTE programs are more expensive than transfer, but we can ramp up the more expensive tools costs. We also have more Foundation donors interested in giving to help offset the costs. This is an opportunity for us to get more full-time students and increase our credit hours more quickly. John Biernbaum said the other part is everywhere in higher education and private money and Foundation donors are essential. President Oldfield said those unspecified funds geared more towards the spend it as you see fit, unrestricted funds, are most helpful. We are starting to see more donors recognize the need for flexibility of funds. Linda Butler said the other aspect of CTE is the eventual consequence and the majority of those students will remain in-district. Transfer students do not stay in district. President Oldfield said we have to show people the benefits of regional investments.

President Oldfield said the FY26 budget is on the agenda for this afternoon's regular meeting today. He asked if there were any questions for Sarah. Linda Butler said the PPRT comes from entity returns that are filed in the State of Illinois. Illinois has been a top-out migration State in the last number of years. In her opinion, Linda said we need to budget downward. And, with taxes, for the next few years there will be a replacement for depreciation and a lot of revenues that will just go away.

- Jenzabar One implementation update – Raj Siddaraju presented the following and reviewed the Phases for the J1 implementation:

  Phase I -
  - ✓ Client Introduction
  - ✓ Executive session Orientation
  - ✓ Introduction to Managed Services
  - ✓ CX data discussion

  Phase II – The first week of August, we will have module managers meet to review.
  - ✓ Module Manager Session
  - ✓ Jenzabar Financial Aid Discovery
  - ✓ Strategic Consulting
  - ✓ Sandbox (demo) site review
  - ✓ Kickoff for the College – two days; one day for Canton and the next day at Macomb. This will probably occur in September.

  J1 Implementation stages
  - ✓ Common Module
  - ✓ Student Registration, Advising, Admissions
  - ✓ Business Processes – General ledger, Accounts Payable, Fixed Assets, Accounts Receivable, Purchasing, Budget
  - ✓ Financial Aid
  - ✓ Advancement
  - ✓ HR – Payroll, Administration

  Duration of Implementation – 18-20 months
  Tentative cutover January or May 2027
  2 weeks of dark period
  Jenzabar One Go Live

  Raj Siddaraju also presented information on Phishing test results. He said we need to stay diligent with awareness and not opening suspicious emails and clicking on links. Dave Maguire asked about the time period. Raj said it was over a three month timeframe. The concerning number is 8 – the number of employees who clicked. Kevin Meade asked if we have employees who are repeat offenders. Raj said yes.

  Email with warning banner – Raj presented and reviewed the email warning banners that are on every email that comes from outside. Dave confirmed that employees can access emails on their cell phones. Raj said yes.

- Digital accessibility compliance – Lisa Dennis presented the following:

  What do we mean by accessibility?
  Accessibility can be defined as the 'ability to access' the functionality, and possible benefit, of some system or entity and is used to describe the degree to which a product such as a device, service, environment is

accessible by as many people as possible." For SRC, it's about equal access to content whether that's web content, attachments in email, or course content in Canvas.

Reactive Approach

Disability Services documents accommodations students may need due to a disability. These could include:

- Extended test taking times
- A quiet testing space
- PowerPoint files available prior to in-class lecture
- Use of a screen reader

Proactive Approach

The law requires a proactive approach

Students may or may not document their disability

- Don't like stereotypes
- Did that in high school and want to try on their own

Materials that are already accessible means less work for the faculty member later

Accessibility benefits everyone

Timeline

- August **2017** – initial introduction to faculty
- August **2018** – more detailed presentation and rolled out course
- **2019 – 2023** – Continued reminders; 26 FT faculty and 42 PT faculty had completed the accessibility course
- **2023** – Implemented Panorama
- **2024** – Awareness of DOJ ruling: compliance deadline of April 24, 2026 for all public and government entities (population > 50,000)
- **2025** – Summer Innovation Series focused on accessibility

Department of Justice Ruling

- The U.S. Department of Justice (DOJ) issued a final rule under **Title II of the Americans with Disabilities Act (ADA)** that requires **state and local governments**, including **public colleges and universities**, to ensure their **websites, digital content, and mobile apps** are accessible to people with disabilities.
- This ruling directly affects how we deliver online services and instruction through platforms such as **Canvas**, as well as our **website, mobile apps, digital forms, videos, and student-facing documents**.
- Previously acceptable to work ***towards*** accessibility, but now we have a **deadline**.

Website and Other Public Content

- Overseen by Mitch Williams, Online Services Coordinator
- Chair of accessibility committee
- Website is in good shape; consistently working to update forms and other content as needed

Canvas Content

A bigger challenge…

- Many faculty copy courses each semester without cleaning out unused files
- Many of us have not learned how to use Word or PowerPoint correctly to ensure accessibility
- Can be tedious work
- Difficult to track progress and know where we stand

Panorama

- Integrates with Canvas
- Provides color-coded icons next to content items to indicate a specific level of accessibility
- Click the report for the item to see a list of errors and how to fix them

Panorama Score

- ***Overall score – 77%***
- Fall semester 2024 – 78%
- Spring semester 2025 – 82%

Lunch

Strategic Goals and Future Planning 2025-2028

1. **Student Success** – Missy Wilkinson presented the following:

- Recruitment\Retention – Missy reported on Fall Enrollment with Total Credit Hours at 9,610 Fall Enrollment Total Headcount at 1,004. Our goal is 10,700 hours at 10th day. As compared to this time last year reflects an 8% increase. Some areas of increase include every classification – first time freshman, freshman, etc. A small decline is reflected in transfer. Our adult students are seeing a nice increase from ages 26 to 65.

  Headcounts:
  Full-time Headcount 457 – 8% increase
  Part-time Headcount 547- 7% increase

  Gender Breakdown:
  636 female; 367 male. We are seeing 81 more males than this time last year. We have also gained a little with females. Missy was asked what our males are taking. The answer is the top majors are Business, Diesel, Computer Information Systems, Pre-engineering, and Criminal Justice. Females don't have a glaring popularity but health career majors are definitely higher.

  Retention: Fall 2024 to Spring 2025: 78.29%. Last year we were slightly higher but we are trending very well. We do a great job of keeping our students here and engaged at SRC.

  Missy also presented IPEDS Data: (first-time freshmen students)

Category	Rate
FT Retention 64%	66%*
PT Retention 71%	47.5%*
Graduation Rate 43%	45%*

*Comparison Group Median
(Sandburg, John Wood, Shawnee, Southeastern)

  Phillip Murphy asked about part-time hours. Missy said it is anything under 12 hours.

  Missy said we are doing a lot more with our prospects and keeping them engaged and addressing gaps so we do not lose them. Phillip asked if there are any indications in Macomb. Missy said at this time we have not seen an increase in Macomb enrollment. President Oldfield said we anticipate those increases in Spring 2026 and Fall 2026, and we could also see an increase shortly before classes begin this fall. Missy said we are doing a target mailing for Macomb in an effort to get those numbers up. Kevin Meade asked about the graduation rate. Missy said IPEDS said within three and a half years. Kevin asked if a student enrolled in a certificate program is counted as a graduate. Missy said the IPEDS number for graduation rates is artificially low because certificate program completers do not count as a graduate. President Oldfield said as we go to more short term certificates and programs, that number will become even more artificially low. President Oldfield said the bigger focus is the retention rate.

- Out of town student orientation for community resources – Missy Wilkinson presented the following to address students who relocate here from out of town:

Fall Plans:

- Athletic Team Meetings Sunday, August 24 – Danielle Cheatam will discuss opportunities in the local communities as well as churches, parks, and we will also have volunteer opportunities with the Chamber of Commerce.
- Welcome Packets https://www.cantonillinois.org/community/
- Volunteer Opportunities w/Chamber – Taste of Canton and Holiday Lights
- Snapper Bus Tours – We will provide tours of the area and address shopping as well as recreational areas.
- Athletic Department Additional Team Building and Mentoring Programming
- During the first week of classes, we have a Welcome Week activity with local businesses and organizations on site to provide information on what the areas have to offer.

- Mental Health Services – Missy Wilkinson presented the following:

  Mental Health Competitive Grant – through the Illinois Community College Board
  - Awarded $105,600 – ends in December 2025.
  - In-Person Counselor – currently advertising to fill this position.
  - Continue with TimelyCare
  - Workshops – stress relief, yoga, etc.
  - Peer Support Program

  Missy said she asked ICCB about funds from another mental health grant. We do not know the amount of those grant funds yet. We will be using some of those funds to add massage chairs for the mental health rooms.

  President Oldfield asked about TimelyCare. Missy said we were in the 40s for student visits this past spring semester, and she would like that number to be higher. We also see students who would not go to an in-person counselor. President Oldfield said when Andrea White was here, she would see around 20 per semester. TimelyCare has doubled. Kevin Meade asked about those 20 unique students and if they are males. Missy said many of them are males. Missy said she envisions a full-time person who already has a job fulfilling this role.

- TRiO funding – Missy Wilkinson presented the following explained that Jill Olson applied for continued funding, and we were notified that we have been funded for an additional year and are hopeful for an additional 4 years for 5 years of funding total.
  - Applied for 5 years (2025-2030) - $1,361,820
  - Awarded 2025-2026: $272,364 (24/25 level)
  - 75% of SRC students eligible for SSS Services
    - Low income
    - First generation
    - Disabled eligibility

  - Athletic Department Review – Missy Wilkinson presented the following:
    - 2014-22 Student Athletes
    - 2025-140 Student Athletes – 27 of those students are in-district
    - 140 full-time students
    - ~2000 hours per semester

  Missy said there are no “full ride” scholarships. Students are always required to pay fees. Jerry Cremer asked if any out of district students would be here if it wasn’t for athletics. Missy said no. Logan said he thinks athletics at SRC is what brings a lot of out of district students here. Missy said they are student athletes and the GPA last year reflects that they are students first. We have 47 baseball and 20 softball. She reviewed team numbers with the Trustees. Jerry asked about athletic fundraisers. Missy said every team is required to do fundraising, and their outside trips are paid with those funds. Missy said $800 or $900 per student athlete is required. They do a letter campaign, and they have also done work during the Scenic Drive parking cars and earned funds that way. Missy said we have a cap through NJCAA which as been recently been revised. John Biernbaum asked if we have an athletic day of giving. President Oldfield said there is not a separate fundraising event specific to athletics. Dusty Berg said last year during Giving Spoon Day there wasn’t an obvious option for athletics, so that was moved for this year to the first drop down. Dusty said the letter campaigns are successful and are processed through the Foundation. Kent Schleich asked about track. Missy said we are doing cross/country/track but will compete only in long distance events. Linda Butler said she has had people tell her that SRC needs to do something about recruiting by John Wood. JWCC also does school visits in Rushville. John Wood sends all kinds of information to support ag programs, etc. FFA is also going down to 8th grade this year. We need to be aware of that big influence there and students are really encouraged by that and are responding. President Oldfield has had conversations with the JWCC president about the presence in that area. We could easily do that in other John Wood locations as well. The discussion was about a clear violation of the recruiting, so we will need to continue to visit with them as their leadership changes.

- Academic Programs enrollment and curriculum updates – Holly Norton presented the following:

  Transfer Disciplines FA22 – FA24:
  - ART – Stable with FTE of 28-30 students
  - BIOLOGY – Increase in FTE from 114 to 137 students
  - BUSINESS – Slight increase in FTE of 32 to 38 students
  - CHEMISTRY – Stable with FTE 33, big bang FA25
  - CRIMINAL JUSTICE – Stable with approximately 7 FTE
  - COMMUNICATION – Stable with FTE of 60-62 students
  - DRAMA – Continues to struggle with 2 - 3.5 FTE
  - EDUCATION – Decrease in Fall (FTE 9 to 5.5), Spring – 14 FTE
  - ENGLISH – Stable with FTE of 134 – 137 students
  - GEOGRAPHY – Stable with FTE of 13 students
  - HISTORY – Stable with FTE of 26-28 students
  - HEALTH SCIENCE – Stable with FTE of 35-40 students
  - MATH – Stable with FTE of 91-95 students
  - MUSIC – Stable with FTE of 35 students
  - PHYSICS/PSC – No offerings in AY25
  - PHILOSOPHY – Decrease in FTE (46 – 37 students)
  - POLITICS – Stable with 6-8 FTE (Spring – 12 FTE)
  - PSYCHOLOGY – Stable with FTE of 64-67 students
  - RELIGION – Stable with FTE of 22-23 students
  - SOCIOLOGY – Stable with FTE of 54 students

  - Curriculum Updates in Transfer Education
    - Increase 8 week course offerings
      - AY2017-2024
    - Pilot – increase offerings, especially in sequence courses such as ENG 101/102.
    - Address success rates in Hybrid and Online Courses
      - Investigate the why's
      - Address course quality through our review process
      - Additional Faculty development for online/hybrid courses
      - Increase student to instructor interaction and engagement
      - Incorporate more student success coaching within courses
    - AY25 Concentration Reviews (4th year of 5-year plan)
      - Biological Science – in process
      - Chemistry – in process
      - General Science
      - Physical Science
      - Physics
      - Pre-Engineering
    - AY26 Concentration Reviews (5th year of 5-year plan)
      - Agricultural
      - Art
      - Drama

- English
- Pre-Exercise Science
- Physical Education

- Programs in process and programs planned – Melissa Miller presented the following:

Allied Health/Healthcare Career Programs
Medical Laboratory Technician (MLT)
-FY25, 8 students graduated in May, 3 out of 8 passed BOC MLT Exam
-FY26, 6 second year students, 6 first year students
-Currently have 4 part-time instructors, 1 director/PT instructor
Allied Health- Medical Assisting, Phlebotomy Technician, Insurance Billing and Health Information Management
-FY25, 22 Students completed programs and sat for certification exams, 90% pass rate
-FY26, Allied Health Certificate and Degree programs continue to grow
-Director and program instructors continue to recruit both traditional and non-traditional students
-12 students are completing internships now and will take a certification exams in August (3 CPT, 8 CCMA, 3 CMAA)
Allied Health- Medical Coding
-FY26, 4 students will take their CPC Exam this summer
Agriculture
-Allyson Smith resigned from her Ag faculty position this past May, and we are currently working to fill that full-time position
-We do have one part-time faculty that will be returning this fall to reach for the program
-FY26, 4 returning students and 11 new first year students
Commercial Driver Training
-FY26, 2 CDT are scheduled to run this fall with 7 in the first offering that starts 7/28 and 4 in the second offering that starts 10/6
-Bob Walter and his part-time instructors will all be leaving us this fall, and we are currently looking for replacements.
Computer Information Systems
-FY26, our instructors within this program continue to change curriculum as new operating systems and new technology comes out in order to keep up with the current trends in the field
Diesel and Power Systems Technology
-FY26, new student enrollment continues to increase, 16 first year students and 13 returning students
-Faculty do an excellent job recruiting
Early Childhood Education
-FY26, program enrollment remains steady, even though ECACE grant funding was not renewed
-ECE courses are delivered all online, which is great for students already working in this field but looking to advance in their careers
HVAC-R
-The bulk of the CEJA 2 grant funds will be used for the construction of the HVAC-R classroom on the new Macomb Campus and to purchase equipment for the classroom
-Program start date Fall 2026
Welding and Advanced Manufacturing
-Enrollment continues to do well in welding classes
-Focus for FY26 will be the development of curriculum for the Advanced Manufacturing Program and classroom area on the new Macomb Campus
Nursing/CNA
-ACEN Accreditation site visit earlier this year went great
-Enrollment for our Nursing Program continues to grow
-First year students-- Canton 18, Macomb 21
-Second year students,--Canton 22, Macomb 16
--Macomb Campus nursing classrooms and labs are looking very nice and 5 new nursing beds were recently purchased with grant funds for those lab spaces

-Completion rates and employment rates are up
-Nursing faculty continue to work hard to improve our program and grow our enrollment
-With continued growth in the program, we will be looking to add an additional faculty member soon in order to best assist our students
-Our CNA program enrollment continues to grow
-This fall we will be offering CNA 3 classes, 2 in Canton and 1 in Macomb and all 3 courses are currently full and have a waiting list.

Future Goals and ideas
-Continue to research and look into new programs for CTE department like; Advanced Manufacturing/Robotics, Pharmacy Technician
-Enhance student/faculty/CTE staff relationships in order to best assist our students as they work through their program courses & graduate
-Have CTE faculty and staff work more with elementary and middle schools on career exploration and exposing them to CTE programs

2. **Employee Support and Development**

- Human Resources - Hannah Neuendorf presented the following:

Hannah Neuendorf- Human Resources Director
Emily Wise- Human Resources Generalist. She joined the SRC HR team in May 2025.
We are excited to be part of the SRC team! Right now, we are focused on learning, reviewing current practices, and building a strong HR foundation as we move forward.

Hannah said this year we are taking on HR Focuses. As we continue to work and learn in our new positions, there will be key "topics" that will be monitored. She presented the HR Focus for FY 26:

- Continue reviewing and monitoring our current Policy and Procedure Manual. Hannah said this year the plan is to take a look at the Policies we have set in place in our Policies and Procedures. We are not looking to make significant changes in this first year but have begun making a list of policies that need reviewed and possibly updated in the near future. Hanna said she continues to monitor Federal/State regulations that could affect our current policies.
- Tracking turnover rates and place continued focus on employee retention efforts. One focus will be monitoring our Turnover rates and focusing on retention efforts. Hannah said she plans on taking a deep dive into our turnover rates, monitoring trends and working on retention efforts moving forward.
- Training and Development: Research employee and supervisor focused training opportunities for the upcoming year. For supervisors, the focus will include trainings for consistency in leadership, understanding policies and procedures, and providing team support.

Hannah said this year is about learning before leading big change.

- Title IX and Board Training – Hannah Neuendorf presented the following and explained that one of the policies that will be updated soon will be the Title IX policy. We will be working on reverting our Title IX Policy back to the 2020 version.

  - Plan to revert the current Title IX policy back to the 2020 version.
  - 2025 Board of Trustees Trainings via ***KnowBe4***: Hannah said the Trustees will be enrolled in our KnowBe4 trainings covering Illinois Sexual Harassment Training as well as Title IX for Higher Education. The Illinois Sexual Harassment Training consists of 4 sections taking approximately one hour, and the Title IX for Higher Education will take approximately 30 minutes. Hannah said she will be sending an email tomorrow to the Trustees with more information. She said to also be on the lookout for an email from KnowBe4 with instructions on assigned trainings. Ideally, the trainings will be completed in two weeks, once assigned.

<u>Operational Excellence and Accountability</u>

- Current facilities projects, facility needs and uses – Mike Strauman presented the following:

Macomb Campus Renovations

Progress Update

- Much of the healthcare areas furniture and supplies have been moved from Johnson Street into its new area.
- Staff have been unpacking and organizing in preparation for the upcoming accreditation video.
- Maintenance and IT are currently working to get offices put together. Once this is complete, the staff who are temporarily working from the MOC will be relocated to their new spaces.
- Sometime next week we will begin moving and setting up faculty offices followed by classrooms and lab spaces.
- Anticipate 2 more weeks of interior construction and a week of exterior work.

Parking Lot Update

- Mike participated in the A/E selection process last month.
- He made it a point to prioritize our previously selected engineering firm, Veenstra & Kimm
- Most of the funding for the project will come from the deferred maintenance grant.
- The project should begin this fall.

Future Development

- HVAC and Advanced Manufacturing currently have $700,000 from CEJA2, and we are planning to devote what is needed from CEJA3 to finish those spaces.
  - ✓ The most recent concept budget provided by CORE Construction estimates a cost of roughly $300,000 for construction costs.
- The million dollars in Durbin funds would be used to finish south classrooms and the science lab.
  - ✓ The concept budgets for those spaces are as follows:
    - Flexible learning space #1: $462,000
    - Flexible learning space #2: $613,000
    - Lab: $291,000 (excludes fixtures and equipment)

Door Upgrades and Access Control

- Canton Progress Update
  - ✓ 5 hollow metal doors and frames have been replaced
  - ✓ Several aluminum double doors have been installed
  - ✓ All upgraded hardware should be installed by the end of next week
  - ✓ Anticipate the remaining electrical work to be completed by August 8
  - ✓ Once the electrical is complete, there are two days scheduled for the access software to be installed

Havana and Rushville Progress Update

- Both facilities will be completed "in house" with the remaining contingency funds ($35,000) once Canton is completed
- The estimated cost for materials is roughly $7,000 per building

Future Facility Projects and Needs

- Solar
  - ✓ DSD has withdrawn from our current solar project agreement.
  - ✓ Labor project cost inflation and interest rate increases:
    - We had budgeted the project back in early/mid 2024 when materials and Illinois labor market conditions helped us model our PPA rates. Unfortunately, as we entered 2025, it was clear that costs for the EPC increases. We estimated between 15% - 20% higher build costs. In addition, financing capital costs increased due to higher interest rates. The combined effect of these market changes have a material

impact of the PPA rate, and we would need to secure a significant price change to secure approval from our investment committee.

- Tariffs imposed ono solar-related materials and component cost inflation:
  - ✓ The complication to the solar supply chain due to tariffs have also increased the cost of solar modules and some related equipment (racking and balance of plant components) by approximately 10% - 20%. We already sourced non-Chinese panels for DSD projects, but the trade policies put into effect in 2025 have caught other module manufactures and have led to panel price increases.
- Recent passage of the OBBB Act Spending Bill targeting solar and wind power projects and the conditions and availability of investment tax credits:
  - ✓ The hardest part of solar development is navigating through the uncertainty, including interconnection costs (which we can estimate from past experience). We cannot accept the risks which have not become reality for the Investment Tax Credit (ITC), which helped us to lower the PPA rate offered to SRC in 2024. In particular, there now is uncertainty around securing safe harbor status that would allow our investors to have confidence they can value the ITC. The bill also jeopardizes the timeline – there is a much shorter timeline before the ITC would step down to untenable levels. Since we do not have a view on existing or interconnection queue, we cannot safe harbor this project and would need to assume that we do not capture the benefit on the ITC, effectively running a 0% tax credit in our model.

Mike said he is working on reaching out to other providers to see what options are and if we can move forward or is it better to wait. Mike has been able to lock in our rates for an extended period of time. He is working with our broker, and they are putting together some options. Right now there are price increases, and the broker's recommendation is to not jump in and commit to anything long term because of anticipated rate decreases in October. At that time, consideration could be to lock in for a one to 3 year time period and in that timeframe, get solar rolling again. He will keep the Board posted with that progress.

10 Year Facility Assessment Projects
- ✓ Sub-metering
- ✓ Tuck Pointing

Mike has put together a spreadsheet and is working with our maintenance team to begin knocking out some of the lower jobs. Two of the larger projects are sub-metering and tuck pointing. The priority will probably be tuck-pointing at the Canton Campus. Mike said he is anticipating this year's levy and the extra funds will be available to cover that project. We will have to go out to design late this fall for this project. This would be a Summer 2026 project. The sub-metering is part of a larger project and trying to get rid of the roof top transformers and also increasing our efficiency. He will be working on this over the next couple of months.

John Biernbaum said he is aware and thinking of the Maintenance Staff over the last few weeks, and it can be a tough project to handle, and he said Mike and his team are doing a great job. Mike thanked him and said he has great, supportive staff. It has been a great project in Macomb and Mike is ready for it to be done.

- Sale of properties – President Oldfield said the Century 21 office has our Johnson Street facility listed. He encouraged everyone to take a look at that listing. He will keep the Board informed of the listing and hopeful progress for the eventual sale of that property. President Oldfield also updated the Board on the property to the east of the Macomb Campus. The removal of that house is the priority – either by sale or demolition – is the consideration.

- Possible CTE center – President Oldfield said Dr. Mark Twomey, Superintendent of Macomb schools, is vocal about building a CTE Center on the Macomb High School campus. President Oldfiel pulled in Bushnell, West Prairie, MAEDCO, Macomb Mayor, WIU, and the superintendent to begin discussions about a regional center not located on a high school campus. There is interest. President Oldfield is trying to avoid one being built on the Macomb school campus because the other schools won't go. We need to consider the regional workforce needs. President Oldfield's vision is to take the Finn property space and have a Center where we can teach the trades for them to enter apprenticeships and use it as a regional center for schools in a 30 to 40 mile radius. We could also incorporate dual credit. President Oldfield will keep the Board informed.

3. <u>Community Leadership</u>

- Foundation strategic plan

Dusty Berg presented the following report:

Mission Statement: The SRC Foundation actively seeks resources to further the goals of Spoon River College.

Goal 1: Expand and Diversify the Donor Base
Objective: Increase the active donor base by **25%** by 2028, including growth in the Macomb region.
Strategies:

- Host community events and listening tours in Macomb and underserved regions.
    - Host one in Havana, one in Rushville, 2 in Macomb, and 2 in Canton.
- Launch targeted campaigns to reconnect lapsed donors.
- Establish partnerships with local financial advisors to open new networks.
- Reestablish board and employee giving campaigns.
- Develop local partnerships through attending local events, such as Rushville Smile days, Canton Friendship Festival, Macomb Heritage days, and more.

Metrics:

- Number of new donors (tracked quarterly).
- Geographic distribution of donors.

Re-engagement rate of past donors.

Goal 2: Grow Unrestricted and Capital Funds
Objective: Increase unrestricted funds by **30%** and raise **$1.5M in capital funding** by 2028.
Strategies:

- Develop annual and major gift campaigns.
- Promote naming opportunities and capital priorities at all campuses.
- Create an “Unrestricted Giving Circle” for recurring donors.
- Explore grant opportunities and expand current ones.
- Work with a financial advisor to maximize growth in our current funds.
- Expand giving for CTE and non-traditional students to attend college.
- Establish a permanent dual credit or hardship fund (Snapper Promise)

Metrics:

- Annual unrestricted fundraising totals.
- Cumulative capital campaign dollars.
- Donor retention rate.
- Annual grant dollar totals.

Goal 3: Elevate Brand Awareness and Marketing Impact
Objective: Fully implement a cross-platform marketing plan by **Q1 2026** and grow public engagement by **50%** by 2028.
Strategies:

- Work with the marketing department to coordinate efforts.
- Increase visibility through digital storytelling, print, and local media.
- Share monthly donor, alumni, and student impact features.
- Work with public relations committee to increase exposure.
- Research texting options during giving campaigns
- Ensure donors are aware of the various methods of donating (in-kind gifts, life insurance, crypto, real estate, etc.)

Metrics:

- Website traffic and social media analytics.
- Media placements and campaign reach.
- Donor and alumni engagement rates.

Goal 4: Strengthen Alumni and Planned Giving Programs

Objective: Increase alumni giving by **50%** and secure **20 planned gift commitments** by 2028.
Strategies:

- Form an Alumni Advisory Council and host alumni events.
- Launch annual estate planning summits.
- Create and distribute planned giving materials and a digital legacy toolkit (Silver Shell Society)
- Continue new alumni/student outreach (t-shirts and cookies at graduation)
- Improve alumni database and communication

Metrics:

- Total alumni contributions.
- Number of planned giving pledges.
- Participation in alumni programming.

How do the Foundation Goals match the SRC Strategic Plan?

1. Goals 1,2,4 match with SRC Goal 1, Objective 1
2. Innovation grants match with SRC Goal 2, Objective 1
3. Goals 2 and 4 match with SRC Goal 3, Objectives 2 and 3
4. Goals 1,2,4 match with SRC Goal 4, Objectives 1,2,3

Mrs. Butler said after review she said she feels the name should be the SRC Foundation and Alumni Strategic Plan. The last meeting was very productive with not enough time for detailed discussions. Because of what we are doing with alumni, the emphasis should be at all levels. She feels alumni should have its own goal. She feels everyone who has worked on this plan is very good and is much needed as there hasn't been one in place for quite some time. This plan has a lot of metrics and goals with achievable standards to move the Foundationforward. Mrs. Butler commended everyone for their work. Linda said the Foundation is not operating as an island and is developed to work with the College. President Oldfield said Dusty has a number of new Boad members. At the August Board meeting, Dusty could include quick bios and a picture in his report so that can be included in the Board Meeting minutes.

- Academic Partnerships (Universities, Graham SON and Spoon River CEO)

Holly Norton presented the following information regarding Academic Partnerships:

- WIU/SRC Transfer Student Success Intensive
  - Consortium Agreement
  - Criminal Justice Pathway
  - Education Pathway

President Oldfield said we learned that we need to clearly map for students the classes that they complete and know with certainty that what they took at SRC will match up with WIU to achieve completion. Mrs. Butler is happy to see the education pathway. She recognizes the shortage in the field and knows there is are issues.

- University of Illinois (UIUC/UIC) – September 23: The meeting is scheduled at the Macomb Campus, and Holly said they are working on arranging it with various others.
- Graham School of Nursing – Cooperative Agreement – We have an annual agreement and before their bachelor program we provided the general education courses. They have also met with our Biology faculty for specifics on our A & P. heir advisor met with our faculty. They also came to us to review their bachelor program before it was submitted. Students will come to a community college for their associate's degree with us and then enter the Graham program for the BSN. They will also be doing an RN to BSN program in the future, which could be a good compliment to our program. President Oldfield thanked Trustee Meade for pulling together a meeting for us to work to build that bridge so we can continue those conversations. It is nice having Trustee Meade be the chair of both boards. Kevin Meade said the financial support is also a consideration for this new Macomb facility as well as scholarships. It is a win-win situation.
- Fulton County CEO Program SBM/BUS – Holly reported on this program and we are actually offering students enrolling in the CEO program credits in our SBM program and we have an entrepreneurial class. Our sponsorship of the class will be tuition-free. We have an upcoming orientation planned with the instructor as well. John Biernbaum asked if we do anything with McDonough County. President Oldfield said WIU does.

- Continuing Education and Adult Education
  Melissa Miller presented the following:

  Community Outreach:
    - With our Community Outreach, we are continuing to offer local community favorites like CPR Trainings, computer and online safety trainings, along with our Youth programs and Life Long Learning events.
    - Besides our regular community course offerings, more and more local businesses are also utilizing our Community Outreach for customized trainings for their staff and employees. Just this summer around 50 MidAmerica National Bank employees have worked with our Outreach staff for Excel Training classes.
    - In FY25 our Community Outreach assisted 30+ local employers/businesses with classes, seminars, workshops and events.
    - Looking ahead, we want to continue to grow our trainings with local businesses and employers and fill that need in our communities.

  Adult Education:
    - ICCB FY26 Adult Education and Literacy allocations have been announced but unfortunately are less than we requested and less than we received last year.
    - Within a week of receiving the ICCB allocations notification, the ICCB then sent a follow-up notice that the U.S. Department of Education has not yet released Federal Basic Adult Education funds for FY26 and there is no timeline for when those will be released.
    - At this time our Adult Education Department is focused on maintaining operations with as little disruption as possible for FY26 and utilizing some Adult Education Foundation funds to help offset the shortfall in the FY26 budget.
    - Chad Murphy and his team have already begun discussions about possibilities for restructuring some things and Chad will meet again with Administration in October to discuss updates on the funding and plan more for the future.

Board Policy/Procedure Review and Planning

- Meet with Robbins-Schwartz to begin Board Policy review

Ken Florey, Robbins Schwartz, joined the Retreat via Zoom. President Oldfield thanked Ken for joining the Planning Retreat. Ken is a partner with Robbins Schwartz and is our main point of contact with the firm. We have been working with the firm over the last year and felt it is important for Ken to join the Board today. Ken has and will be reviewing Board Policies and making recommendations for updates.

Ken thanked the Board for the opportunity to join the meeting. He explained that the firm represents about half of the community colleges in the State, and they feel fortunate to represent Spoon River College. Matters include labor and personnel and everything across the board. An annual retreat is a very important tool for planning and goal setting. Ken said policies are one of the most important things the Board does. Every Board should periodically review the policies and also incorporate new policies as required. Policies need to also be broad based and contain direction but do not get into the details. Administrative procedures are prepared by the administration with board review and can be changed much easier than board policies. Ken said he has reviewed the Board's policies and feels that they are pretty solid. He will continue the review over the next month or so and pass along suggestions for updates and/or changes.

President Oldfield thanked Ken for attending today, and President Oldfield reviewed the firm's experience with representing community colleges across the State as well as ICCTA. Ken said Robbins Schwartz also leads the annual training for Trustees. Ken thanked the Board for their volunteer jobs and the commitments to the communities. President Oldfield said Hannah Neuendorf will be the point of contact for the Trustees when needing to reach Ken. Linda Butler commented that we had discussion when hiring Robbins Schwartz if we could add a legal or trends update from the firm. Ken said the most important trend is the Federal government trend, what are those changes, and how does it change what you do as a college and serve the communities. Adult Education is key as well. The firm provides the guidance and information to stay current and protect the jobs you are doing for your students. Ken said the firm regularly sends out publications regarding changes in the laws and impacts on community colleges. President Oldfield said he receives those email as does Missy, and those can be forwarded. A lot of those are case rulings or recent decisions that are full of information. President Oldfield still references the one with the First Amendment questions, and we used that to put in place how we respond to FOIA request. That was a direct result of that educational piece from Robbins Schwartz. President Oldfield asked if there were any questions for Ken. Dave Maguire complimented Ken's staff on the fine job they did in June on the Trustee education.

President Oldfield thanked Ken for his time and joining the Retreat today.

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 4:00 p.m.

Kevin Meade, Chair

Date

Linda Butler, Secretary