

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

Wednesday, December 6, 2017
5:00 p.m.

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, December 6, 2017, at 5:00 p.m. at the Macomb Outreach Center, Conference Room C, 2500 East Jackson, Macomb, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Schleich, Chair, called the meeting to order at 5:00 p.m.

1.2 Roll Call

Members Present: Mrs. Linda Butler
 Mr. Jerry Cremer
 Mr. Dave Maguire
 Mr. Kevin Meade
 Mr. Phil Murphy
 Mr. Kent Schleich
 Mr. Resham Singh, Jr.

Member Absent: Mrs. Gayle Blodgett

Also present were Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President, Administrative Services; Ms. Holly Norton, Dean, Transfer Education; Ms. Missy Wilkinson, Dean, Student Services; Mr. Brad O'Brien, Dean, Career and Workforce Education; Mr. Colin Davis, Director, Foundation; Ms. Michelle Bugos, Director, Human Resources; Ms. Velvet Powell, Director, Community Outreach; Mr. Todd Thompson, Diesel Tech Faculty; Mr. Michael Maher, Sociology Faculty; Ms. Elaine Lucas, Health Science Faculty; Ms. Beth VanTine, Developmental Math Faculty; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

Also present: Michelle Langhout, The McDonough County Voice; Eric Moe, McClure Engineering; and Rich Eggers, WIUM.

1.3 Invocation

Mr. Schleich gave the invocation.

1.4 Welcome of Guests

Mr. Schleich welcomed the guests who were in attendance.

1.5 Public Comment

Mr. Schleich asked if any member of the audience would like to make a comment.

Todd Thompson spoke on behalf of the Faculty Association and thanked the Board for their efforts over the last semester and wished them a happy holiday. Mr. Schleich said the Board appreciates them and thanked him for his comments.

1.6 Approval of Minutes

1.6.1 November 15, 2017 Regular Meeting Minutes

Following a motion by Mr. Singh, Jr., seconded by Mr. Cremer, and a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees approved the November 15, 2017 Regular Meeting Minutes.

1.7 Conduct a public hearing for the issue of Funding Bonds to pay claims against the District.

Following a motion by Mr. Maguire to open the public hearing for the issue of Funding Bonds to pay claims against the District, seconded by Mrs. Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That at 5:04 p.m., the Board of Trustees opened the public hearing for the issue of Funding Bonds to pay claims against the District.

President Oldfield said this is for the issuance of funding bonds to pay for a water tower project, technology, and HVAC project. Mr. Murphy said people need to realize that a lot of this is replacing equipment from the original construction of the campus. Mr. Schleich asked if there were any other comments. There were no additional comments.

Following a motion by Mr. Maguire to close the public hearing for the issue of Funding Bonds to pay claims against the District, seconded by Mrs. Butler, and a roll call vote of unanimous approval, it was,

RESOLVED, That at 5:06 p.m., the Board of Trustees closed the public hearing for the issue of Funding Bonds to pay claims against the District.

1.8 Report – ICCTA Representative

Mr. Maguire reported in the absence of Mrs. Blodgett. He said the next meeting will be via teleconference. This is the fourth year they have used this method and is a nice cost savings. Following that, the next meeting is in March. No legislative action is expected until after the primary

1.9 Report – Student Government Representative

Mr. Resham Singh, Jr., presented the following report:

The research poster sessions were held last week in Canton and Macomb with a total of 128 posters displayed. Students enrolled in microbiology, chemistry, anatomy and physiology, and zoology participated.

Donut (or do not) stress events were held in Canton and Macomb this week. Students enjoyed free donuts as they prepare for final exams, which begin next week.

TRIO held stress relief activities December 4-6. TRIO will host a financial literacy movie showing on 12/6 (Suze Orman) and 12/7 (Dave Ramsey). TRIO students were able to attend to

fulfill their financial literacy requirement for the TRIO Scholarship application deadline on 12/15.

Auditions for the SRC Spring 2018 Theatre production "Eurydice" are being held today and tomorrow.

Habitat for Humanity Canton Chapter will hold a dodge ball tournament Friday, December 8 in the Canton Campus gymnasium. Teams of students, faculty, and staff will dodge, duck, dip, and dive in this fun event.

1.10 Report - Spoon River College Foundation

Mr. Phillip Murphy presented the following report:

- **Financial**
 - Revenues: \$21,958.13
- The Foundation Board will not meet in December, as is normal. Instead, the Executive Committee will meet by phone later this month.

Mr. Colin Davis presented the following report:

- The SRC Community Chorus presented "Songs and Snowflakes," its annual holiday concert, to two sold-out crowds this past weekend. The performances were dedicated to the memory of David Bishop, a founding member of the Chorus who passed away earlier this year, and proceeds benefitted the new Vicki Murphy Memorial Scholarship, the Chorus' sixth permanent, endowed scholarship. The chorus, with this concert, exceeded the \$100,000 mark since its inception.
- Since much of the time since the last board meeting has been spent preparing for, executing, and finalizing #GivingSPOONday, here's an update:
 - 263 gifts (eclipsing our stretch goal of 250)
 - \$18,950.00 raised
 - More statistics available in January, but in comparison:
 - Richland Community College (3400 FTE) raised \$2706 from 48 gifts
 - Heartland (5300 FTE) reported reaching its goal of 50 donors
 - Harper College (15,000 FTE) raised \$14,456.13
- Colin is attending the Council for Advancement and Support of Education's regional conference this Sunday-Tuesday in Chicago and looks forward to bringing back new ideas to advance SRC and the Foundation.
- The Foundation has awarded 66 dual credit scholarships for Spring 2018. The Foundation is in the process of notifying the recipients.

The Board thanked Colin.

1.11 Report - Board Member Comments

No comments

2.0 PRESIDENT'S REPORT

President Oldfield reported that the financials were not a part of the packet because of the early date of this Board Meeting. Sarah Gray and her staff worked hard to get the information together for the Trustees. All information has been posted to SharePoint. President Oldfield thanked Sarah and her team for getting this information together so quickly.

President Oldfield commented on the poster sessions. He attended the Canton session, and he was very impressed with the efforts of the students, and he thanked the science faculty for coordinating the poster sessions.

President Oldfield attended the Songs and Snowflakes concert last weekend, and he thanked the volunteers for their time and efforts, and it is a testament to their dedication to the College. He thanked John Davis for his coordination and efforts as well and asked Colin to convey his appreciation to John.

2.1 Communications

- Community Outreach/Macomb Outreach Center – Velvet Powell presented the following report:

Macomb Outreach Center

- In 2017 we averaged about 970 people per month. This is up by about 22 people. So we continue to be pretty consistent.
- We are up by \$2700 as far as rent money being brought in for 2017. Part of this increase is because we did a slight price increase that began February 1st. I have not had any complaints.
- March 2017 was our busiest month in 2017 with 52 groups served. Our 2017 average was 35 groups per month.
- Largest events for 2017: MDH Dementia program had 225, Big Brothers Big Sisters event had 225, MDH Ambulance Community Meeting had 315
- We continue to be a very popular venue in Macomb.

Community Outreach

- Spring: Spring classes and events are being scheduled in all four communities. We currently have about 40 classes set for Spring and even more to come.
- We continue to be very connected in all our communities. Many of us serve on multiple boards, attend meetings and events, and we present to groups to help keep SRC visible in our communities. We feel like we are making strong partnerships that benefit the entire college.
- In Community Outreach we currently have 8 program areas we focus on. This allows us to serve all different ages as well as a large range of professionals in our 4 communities. Those areas are:
 - Professional Development & Licensure
 - Personal Development
 - Technology & Computer Skills
 - Business Training
 - Youth Programs
 - Programs for age 50 and over
 - Career Exploration & Training
 - Online Education
- In the next few years you will see us slowly increase what we do in the Business Training Area. Business training can be open enrollment classes we schedule that are specifically for working professionals or Business Training can be customized training that we coordinate specifically for that business. Some examples...
 - Examples of Open Enrollment: This year we have offered OSHA training, we held Business Institutes, and we always offer a variety of computer classes. In the Spring we are offering Customer Service, A NEW Marketing Basics class, We have developed a NEW class called Utilizing Publisher where students will create a flyer, a brochure and a form in class. We also have a NEW class called Using Excel and Word Together which will teach how you can utilize the programs together. We have also revised some of our curriculum to include more hands on activities for our technology classes.

- Business Training also includes Customized Training: One way we hope to increase Customized Training is by spreading awareness about this service. I am currently working on developing some marketing materials that will help with this. We are also conducting Business Visits which help us determine what our local employers are needing as far as a skilled workforce.
 - Customized Training we have recently done include: Word/Excel training for Havana National Bank, Word Training for Meade Law Office, we are also doing monthly soft skills training for MidAmerica National Bank. Also this year we did Lean Manufacturing training for Cook, we did Excel training at NTN, we did OSHA training for Dynegy
- Another way we are trying to increase awareness about SRC is by assisting with Business Visits. Visits that have been conducted recently include Citizens National Bank, OBC (Optometric Billing Consultants). We have upcoming visits with Mosaic and the Canton Library. We've also done Farm King, Mason District Hospital, and Fornoff Fertilizer. We hope to increase the amounts of these visits but it takes time and a lot of follow up to do this successfully so we are taking our time.

Mr. Schleich said it sounds like they are very busy. He said the facility always looks very good, too. She said we receive positive feedback.

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of December 2017:

Payroll	\$ 501,781.07
Accounts Payable (excluding Travel)	2,130,824.32
Accounts Payable Travel Expenses	12,648.96
Accounts Payable BOT Travel Expenses	136.56
Student Refunds – Accounts Payable	7,270.11
Student Refunds – Nelnet (electronic)	<u>58,129.27</u>
TOTAL:	\$2,710,790.29

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

RESOLVED, That the Board of Trustees authorized the following payments for the month of December 2017:

Payroll	\$ 501,781.07
Accounts Payable (excluding Travel)	2,130,824.32
Accounts Payable Travel Expenses	12,648.96
Accounts Payable BOT Travel Expenses	136.56
Student Refunds – Accounts Payable	7,270.11
Student Refunds – Nelnet (electronic)	<u>58,129.27</u>
TOTAL:	\$2,710,790.29

- 2.2.2 Approve an expenditure in the amount of \$34,214 to Zenith Insurance Company, Chicago, Illinois, for Workers' Compensation insurance effective January 1, 2018 to December 31, 2018. Funds for this expenditure are available in the Tort Liability Fund.

President Oldfield said this represents about a 30% decrease over last year.

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

RESOLVED, That the Board of Trustees approved an expenditure in the amount of \$34,214 to Zenith Insurance Company, Chicago, Illinois, for Workers' Compensation insurance effective January 1, 2018 to December 31, 2018. Funds for this expenditure are available in the Tort Liability Fund.

- 2.2.3 Approve a contract in the amount of \$4,164,246 with CTS Group, Ellisville, Missouri, to construct the mechanical rooms in Taylor, Centers, and Engle buildings and to complete the replacement of the heating, ventilating, and air conditioning system, ceiling and lighting fixtures in the Taylor Building on the Canton Campus. This project is scheduled to be completed in 2018. Funds for the project will be available in the Building Restricted Fund from proceeds from the bond issue that will be completed in early 2018.

Mr. Maguire asked if the geothermal will be a separate contract. Brett said yes. With CTS, this contract is for the mechanical work, and in an effort to save funds, they will assist us with bids for the well drilling. It will require a separate approval, probably at the January Board Meeting. President Oldfield said this contract will be with CTS and CTS will work with the local contractors.

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 a contract in the amount of \$4,164,246 with CTS Group, Ellisville, Missouri, to construct the mechanical rooms in Taylor, Centers, and Engle buildings and to complete the replacement of the heating, ventilating, and air conditioning system, ceiling and lighting fixtures in the Taylor Building on the Canton Campus. This project is scheduled to be completed in 2018. Funds for the project will be available in the Building Restricted Fund from proceeds from the bond issue that will be completed in early 2018.

- 2.2.4 Award a contract to Trotter Construction, Industry, Illinois, in the amount of \$869,900 for the Canton Campus Water Tower Project. \$633,000 of the award is for the construction of a 50,000 gallon water storage tank, and \$236,900 of the award is for furnishing and installing a booster station and generator for the water storage tank. Funds for this Water Tower Project contract award will be available in the Building Restricted Fund from proceeds from the bond issue that will be completed in early 2018.

President Oldfield said this has to be addressed by the Board first in order to establish a claim. Mr. Murphy asked about Leander. President Oldfield said Troy Leander works with Trotter. Mr. Maguire asked if there are two contracts with this. President Oldfield said yes. We bid them out separately, and Trotter was the lowest for both. Brett explained that they were sent out as separate projects in order to assure that we received the best possible bids. The actual water tower itself is a very specialized project. Brett said Trotter is subcontracting to Phoenix which provided a list of their work. They are out of Indianapolis. President Oldfield recognized Eric Moe with McClure Engineering for their work getting us to this place with the water tower. It is very specialized, and we appreciate their expertise.

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

RESOLVED, That the Board of Trustees approved the award of a contract to Trotter Construction, Industry, Illinois, in the amount of \$869,900 for the Canton Campus Water Tower Project. \$633,000 of the award is for the construction of a 50,000 gallon water storage tank, and \$236,900 of the award is for furnishing and installing a booster station and generator for the water storage tank. Funds for this Water Tower Project

contract award will be available in the Building Restricted Fund from proceeds from the bond issue that will be completed in early 2018.

2.3 Institutional Planning

President Oldfield said that in light of the earlier actions items and discussions regarding facilities, we are going to pass on the Facilities Report.

- Facilities Update – Brett Stoller

There was no additional report.

2.3.1 Locomotive Mechanical Certificate

Brad O'Brien said he is asking for the Board's approval for the 12 hour Locomotive Mechanical Certificate. He thanked Todd Thompson for his time and efforts on this Certificate. Brad said this is a program that we worked with Carl Sandburg College on earlier, and that didn't materialize as it could have. We have been asked by NARS to take the mechanical part of this program. Sandburg will keep the electrical part. Our College Senate has approved this Certificate. Our target will be entry level and advanced students, people already working in the industry, and our Diesel students as well. It may also open some opportunities for dual credit. Occupations will include Diesel Engine Mechanics and Mobile Heavy Equipment Mechanics. These areas are expected to experience an 8-11% growth annually through 2022. Between now and 2035, the freight system is expected to experience a 22% increase in the amount of tonnage it moves. By 2050, with an estimated population of 420 million in the U.S., the increase is projected to be 35% according to NARS research. The partnership includes National Association of Railroad Sciences, Johnson County Community College, and Burlington Northern Santa Fe Railroad. We will be submitting a CTE improvement grant proposal next week to request \$50,000 to assist in the program with equipment.

Mr. Murphy asked if we can do this with current faculty. Brad said yes. Todd is currently certified. He will also be taking some additional courses. Linda asked if there will be students interested in both our program and CSC's program. Brad said that is possible. It will also be attractive to people working for the railroad. It is a one semester certificate program. We have had some interest from JWCC for sending students to us. Mr. Maguire asked if we will be able to do this on site in Canton? Brad said yes, and we will also have visits to rail yards for work based learning. Mr. Schleich asked about Diesel Tech students and if they take this at the same time. Todd said we made it so it can be done within one semester, and the last semester of their sophomore year. The on the job training will have to be done in the summer and still be able to participate in graduation at the end of their second year. Todd feels this will be an easier sell for the seats in this program. He also sees it getting stronger as time goes on. President Oldfield said the apprenticeship time could also be used for their internships. Mr. Schleich said this sounds like a real win win for the students. Todd said it is. Mr. Singh asked if it is financial aid eligible because it is a part of the Diesel program. Todd said yes. Dave said the number of possible jobs available in this field is astronomical. Brad said it opens other doors for the students once they are trained because JCCC has other certificates that can be completed for a lot of ladderling.

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

RESOLVED, That the Board of Trustees approved the Locomotive Mechanical Certificate.

2.3.2 Phlebotomy Certificate

President Oldfield asked Brad O'Brien to present the details.

Brad said he is asking for approval of the Phlebotomy Certificate. It has been through the governance system and approved by the College Senate. This added one class for completion of the certificate, and students can test for a certification for another credential. Occupations are expected to grow 24% in the next 10 years. We are already partnering with McDonough District Hospital and Mason District Hospital for interns. We have interest from Graham Hospital and Culbertson Memorial. Mr. Murphy asked if we can do this with current staff. Brad said yes, First Aid, Phlebotomy, and the Phlebotomy Internship. Mr. Cremer asked about internships in the area. Brad said we are working hard to have plenty of opportunities for internships. The labs are begging for these types of programs. Brad said he and Melissa Miller will present more information at the Board Retreat. Mr. Schleich asked if this is 9 weekw? Brad said it is a semester for a total of 9 credit hours.

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

RESOLVED, That the Board of Trustees approved the Phlebotomy Certificate.

3.0 2018 - 2019 TAX LEVY

President Oldfield presented this and asked for Brett's presentation. Brett presented the comparison or actual this year and projections next year. We are being conservative with a 2 1/2% projection for next year. The bond fund is actually levied by the County clerks. When you take the bond fund out, our levy increases just under 5% but when you look at the total levy with the bonds is going up 3.5 cents and of that we are expecting the bonds to take 2.5 cents of that so the actual increase is one cent. That is the estimate until the bonds are sold.

Mr. Murphy said he is surprised at the amount of money we have to bond for repairs. Brett said the refunding in October has really helped. Phil said splitting has helped, too.

3.1 Adopt the Resolution Directing Tax Levy and the Certificate of Compliance with the Truth in Taxation Act. These must be filed on or before the last Tuesday in December.

President Oldfield presented this item to the Trustees.

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

RESOLVED, That the Board of Trustees adopted the Resolution Directing Tax Levy and the Certificate of Compliance with the Truth in Taxation Act. These must be filed on or before the last Tuesday in December.

4.0 Adopt Resolution of Intent to Issue Funding Bonds for the purpose of paying claims against the District.

President Oldfield presented this item to the Board of Trustees.

Mr. Meade asked if the new federal tax law has any impact on our bond sale. Brett said not on this one but could in future issues. President Oldfield said because we started the debt certificate process ahead of that we are ok. Ours are in a different class. Mr. Schleich asked about the additional \$40,000. Brett said it is an issue fee.

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

RESOLVED, That the Board of Trustees adopted the Resolution of Intent to Issue Funding Bonds for the purpose of paying claims against the District.

5.0 ADDITIONAL ITEMS

- Topics for January 2017 Retreat Agenda

President Oldfield asked the Trustees to forward Retreat Agenda items to him for the upcoming retreat. Right after we return from the holiday break, President Oldfield said he will put together an agenda. He also asked if there are any reports that need to be created to please let him know. The Retreat is January 19 at the Canton Campus from 9-3.

6.0 CLOSED SESSION - In accordance with the Illinois Open Meetings Act, Section 2 (c), the Board of Trustees will adjourn to Closed Session for the purposes of 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; and 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.

Mr. Schleich said there was not a call for Closed Session.

7.0 ADJOURNMENT

Following a motion by Mrs. Butler, seconded by Mr. Maguire, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, December 6, 2017 adjourned at 6:02 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip R. Murphy, Secretary