

**BOARD OF TRUSTEES PLANNING RETREAT MINUTES**  
**Friday, January 19, 2018, 9 a.m. – 3 p.m.**  
**Canton Campus, Engle Conference Center Meeting Room**  
**Canton, Illinois**

Present: Gayle Blodgett (arrived at 9:45 a.m.), Linda Butler, Jerry Cremer, Kevin Meade, Dave Maguire, Phil Murphy, Kent Schleich, and Resham Singh, Jr. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Missy Wilkinson, Melissa Miller, Holly Norton, Michelle Bugos, Raj Siddaraju (arrived at 1:30 p.m.), and Julie Hampton.

Time: 9:03 a.m.

President Oldfield welcomed everyone to the Retreat.

- Strategic Plan Update – President Oldfield provided the Board with Strategic Plan updates and reviewed some of those with the Trustees. He highlighted work that is being done in each of the Strategic Plan goals. He asked if there were any questions, and he also thanked those who contributed to this update. President Oldfield said this update will be available on SharePoint. Mr. Murphy asked about adding goals. President Oldfield said the addition of career centers in the communities we serve would be a good addition. He also said that there is a need in the human resources component, meaning how we help people be able to do or have the opportunity to do multiple jobs. We need to invest in professional development for our own people. Mr. Murphy said we are looking at the same four goals but with greater focus on the objectives. Mr. Maguire asked President Oldfield to provide an example of cross training needs. Dave asked about the timeline. President Oldfield said this is a 2017-2020 and the Board has asked for quarterly updates. Phil asked about revisions. Curt said the objectives are somewhat timeless but it is always open for revisions. Mr. Schleich said he assumes there is a layer of data collection. President Oldfield said yes, in some areas. Some areas are more difficult to capture data. The next step is with this update, President's Cabinet will meet and review the update.
- Academic Planning – President Oldfield said we will start with a spring semester update and then address the programs.
- Spring semester enrollment (update) – Missy Wilkinson reported that we started classes Tuesday and enrollment numbers change daily. As of Wednesday, we had 1,393 students, both full-time and part-time, which is a little over 5.5% decrease from 2017. Full-time is the area where we are seeing the biggest decline. The numbers continue to change daily as students are making changes to schedules. Missy said she will report 10<sup>th</sup> day numbers at the February Board Meeting. Mrs. Butler asked if our board meeting next week is still during the add drop period. Missy said yes, but she will have an update then as well. Missy said our full-time area is where we are having issues. Full-time represents an 11% decline. Our dual credit has helped with part-time hours. Mr. Murphy asked if we know why. Missy said to some degree, yes. Mr. Singh asked if that is a statewide trend. Missy said community colleges are relatively quiet at this point, but yes. President Oldfield said that Brad O'Brien just shared some census data on programs, and in our five county region, we have seen a 5.4% population decline. Phil asked about school enrollments. Missy said there are slight increases and slight decreases. Mr. Maguire asked about the discontinuation of the Carl Sandburg agreement. Missy said this is the first semester, and they have until the summer to finish. Brad said we have had an issue with that already with an EMT course in Macomb. Missy also reported on the gender areas and shared that the decline is in the male population age 18-25. Missy addressed the top reasons that we are hearing as to why

students are not enrolling and they are financial, work schedules, and transferred or moved out of the area. Linda said another area to add is that we had a lot of dual enrolled students with WIU. Missy said we are seeing a decline in first time freshmen as well as transfer. Brad said he and Missy have talked about the lack of coping skills that students are demonstrating.

- Brett Stoller provided the Trustees with a CTE update and included credit hours generated by department. Our issue with enrollment is the traditional age student. Mrs. Butler asked about Diesel and if it is because of work. Brad O'Brien said yes, but because we are on a two year pattern, we should compare AY16 to AY18. This year has been one of our best years, and this year we have brought back every freshman to the second year. Linda asked about Truck Driving. President Oldfield said we see attrition following drug testing. Mr. Singh asked about industry needs. Brad said there is still a struggle to find drivers. Some companies struggle because the type of job they are offering the driver does not want to do. President Oldfield said there is a great interest in regional trucking as opposed to over the road. Mr. Murphy asked about transfer. President Oldfield said we have a good grasp on the transfer areas and those are reviewed regularly. Brett also provided the Trustees with the numbers of students by department (unduplicated). He also reviewed the number of courses offered by department.
  - Agriculture (update) – Holly Norton provided the Trustees with an update on Ag. We have 14 unique Ag students this semester. Diesel students need to take a gen ed and are taking an Intro to Soil Science, for example. Holly would propose that we look at the program as a whole since we are down one faculty member. She would like to pull together an Ag Advisory Committee to begin to look at issues. She would like to have Brad O'Brien involved with that advisory committee as well. Mr. Murphy asked about a timeline for a recommendation. Holly said work would have to begin quickly, and as soon as the beginning of February. President Oldfield said we will probably have fewer options for fall and need at least one part-time person. He also said that we need more business and industry partnerships to help support the ag program. A discussion followed about an ag advisory committee and its role along with various opportunities. Phil said we really need to get a handle on this program. Mrs. Blodgett said it's time to fix the program or get rid of it. President Oldfield said he believes this will get worse before it gets better. He wants the Trustees to be prepared for what could happen.
  - Allied Health (update) – Brad O'Brien reported that Melissa Miller is our Allied Health Coordinator and has been with us since September. She has done some great things for us already. Melissa reported that she has worked in the medical field for the last 24 years. She has seen various aspects in the medical field, and this will be her third year teaching at SRC. She reviewed the current programs:
    - Health Information management (HIM) Associate in Applied Science Degree
    - Medical Assistant Certificate
    - Medical Insurance/Billing Certificate
    - Medical Records Certificate
    - Medical Transcription Certificate
    - Phlebotomy Technician Certificate (new)
    - Medical Coding Certificate (will be offered again this Fall)

Melissa reported on the Medical Coding Certificate and explained that we will be offering it again this Fall. Melissa said coding is big, and there is a lot of education

that needs to be done. She has found an instructor for the certificate, and we will utilize the IVS system for those courses.

Melissa reported on Student Internships and Certification Exams. We have approximately 30 area clinics, hospitals, medical offices, specialty offices, billing services, and nursing/rehabilitation centers participating in our Internship Course. Certification exams are administered through NHA-National Healthcareer Association. The students are tested on the Canton Campus with SRC staff that are registered proctors for NHA. Current exams offered include: CCMA, Certified Clinical Medical Assistant and CPT, Certified Phlebotomy Technician.

Melissa reviewed new healthcare career programs. The following are in the development stages: Medical Laboratory Technician – Associate in Applied Science Degree; Physical Therapy Assistant – Associate in Applied Science Degree; and Occupational Therapy Assistant – Associate in Applied Science Degree. Melissa said in the Medical Lab area, we are seeing the need for incorporating this program and partnering with a hospital. McDonough District is excited about this program. She said she and Brad will be going to Kankakee Community College to take a look at their program. PTA and OTA are two areas experiencing growth. Those two degrees are definitely possibilities for SRC. Mr. Maguire said the Paramedic program and EMTs are very expensive programs, and there could be an upcoming need in Macomb. Mr. Meade said these are expensive programs, but he is wondering about offerings and partnerships with Graham who is reaching out to the high schools. President Oldfield reviewed the program that Graham has with SIU School of Medicine. Mr. O'Brien said Melissa is also working with SIU, and he reviewed the program in Havana. We will be working on a healthcare career day that will be scheduled in March for Canton students. Melissa said it will be offered to juniors and seniors and then following that enrollment it will be open to freshmen and sophomores. It will be held at the Canton Campus. The focus will be on other options and opportunities within healthcare. Mr. Murphy asked about the expense portion. Melissa said the Medical Laboratory Technician program is expensive, and she is working on seeing how others are arranging their programs and what partnerships opportunities there are. Mr. Singh asked with the med lab, is there transfer opportunities. Melissa said there is a four year degree, and it is possible, but first, we are pursuing the areas as addressed by McDonough District and the needs that they have identified. Mrs. Blodgett said she would certainly expect there to be forensic needs as well. Brad said what we learned from those meetings in Macomb is that the draw was Carl Sandburg.

- New program ideas (discussion) – President Oldfield said there were some suggestions at the July Board Retreat that have become reality. He asked the Trustees for their thoughts. Brad also shared information on the highest demand jobs from the Illinois Department of Employment Security. This information is the top demand jobs for our areas (Macomb/Canton). Mr. Maguire commented on automotive mechanics, and President Oldfield said it is a very expensive program, but the demands in our area are great. President Oldfield asked if we have career areas that we need to expand. HVAC could be an opportunity for us. We are also seeing a lot of interest in solar. A discussion followed. President Oldfield said there may not be opportunities that show up on the lists from the Department of Employment Security. We may need to also include capital discussions – the where and how we utilize space.

- DOT Foods (discussion) – Mr. Maguire said this was one of his suggestions because it is important to have your ears open and pick up information. He was with someone who has a contract with DOT Foods for drivers. There is an issue getting qualified employees and includes needs for railroad. JB Hunt has a contract with DOT Foods. President Oldfield said DOT Foods is getting ready for a huge expansion at their Mt. Sterling facility.

Mr. O'Brien asked if he finds a need that a trustee can help with, he could funnel that through President Oldfield. Mrs. Blodgett said it is vital that President Oldfield be in the loop and make the decision to call a Trustee.

Mrs. Blodgett said she knows that Brad has been working with the Department of Human Services. The new guidelines require that people be involved in certain kinds of training programs and making movement towards goals that will provide a living wage in order to continue to receive benefits. As we are developing new programs, that is something that we need to think about. Mr. Maguire said one of the barriers that we have always had is between the colleges. Gayle said she expects there will be some serious discussion about community colleges feeding into universities so that universities are not going to be necessarily offering as much at the freshman and sophomore levels. President Oldfield said it seems logical but the universities are not happy about it. He said as we move along, we need to provide for our local autonomy.

President Oldfield asked for other ideas. We do still have what was discussed in July and continue to use that information. Mr. Maguire asked about the closest Vet Tech program. President Oldfield said Black Hawk East.

- Budget – Mr. Stoller provided the Trustees with the FY19 Projected Budget and reviewed the information with the Trustees.
  - Tuition and fees (discussion) – Brett provided the Trustees with tuition options. He addressed the options with ICCB level funding and also a 25% decrease in funding. A discussion followed. President Oldfield said this is typically addressed at the February Board Meeting. Mrs. Blodgett asked what percentage of our students who are taking in-district classes are also taking online classes. Missy said we have a total of 2,792 hours in online, 522 students; 322 of those are full-time and 199 are part-time. Total credit hours 2,800 for Spring. Gayle said if we raise in-district tuition and online there is a large percentage of our students who get hit twice, and that is her concern with raising both. Brett pointed out that there are no fees associated with online. Holly said we have a growing number of dual credit taking online classes. They pay the online rate. The dual credit rate is only for those instructors teaching at the high schools. Linda said if we continue to raise the online high enough, there are lots and lots of other options out there for more affordable courses. President Oldfield said we are finishing an agreement with Canton High School that would allow seniors and some juniors to enroll full-time at SRC but still be allowed to participate in extra curriculars at the high school. Of course, there may be exceptions. Canton is still working with the Board of Higher Ed on some issues, PE being one. Canton is giving them dual credit. Mr. Maguire asked if they are eligible for financial aid. President Oldfield said no because they do not have a high school diploma. President Oldfield said the next issue is the finance portion and work with the Foundation in order to not exclude students. Mr. Murphy said if this works, he assumes we would approach Macomb. President Oldfield said there are 25 slots for

next year, and we will start parent meetings in February with Canton student parents. Mrs. Blodgett asked how the AP push from the Lieutenant Governor is impacted. President Oldfield said this gives more flexibility. Mr. Schleich asked if we are looking for financial aid for these students, don't we have to also consider other students within the district who wish to do the same. Missy said other students are eligible for Foundation scholarships. President Oldfield said the difference is one class per semester versus five classes per semester. Phil said Missy reported earlier that one of the reasons students do not enroll is financial. President Oldfield said the MAP is important to supplement the Pell. Kent asked about major implications. Curt said that's not a sustainable way to go. The business side is how do we reduce that downhill slide as much as possible. Phil said there's no way to know. President Oldfield said community college presidents are asking for some direction from legislators. Linda said if we are willing to hold tuition just to see what happens, you would need to make a big push to see if that had an impact on enrollment. President Oldfield said if there isn't a response, the next year it could be double. Kevin asked if we have considered locking in tuition rates. President Oldfield said that is a discussion item later in the agenda. Brett said it's hard because we are so transient and how do you remain qualified for that lock. President Oldfield said our administrative system is also a consideration and how we could handle multiple rates. Kent said financial may be the number one issue for students, and he doesn't feel that holding will generate more enrollments. Marketing efforts were reviewed, and Missy and Brad reported on the postcard that is being mailed to the parents of in-district high school seniors. Gayle said the media plays an important part as well.

- Bond Review (update) – Brett reviewed the Projected Bond Schedule with the Trustees.
- Expenses (update and discussion) – Brett reviewed State Payment Delinquencies with the Trustees. We have received everything from last year, but we have \$850,000 that we have not received for FY16. Mr. Meade said we don't need to keep that figure on the books but keep note of that lack of funding. Brett also reviewed the Revenue and Expense Comparison. The \$2 million variance has to do with when tuition is received and when it is recognized by accounting. Mrs. Blodgett asked if we received all of the MAP money that we were supposed to. Brett said yes for last year, and we have received everything for fall as well. Brett reviewed the Operating Revenue Comparison and the Operating Expense Comparison. Brett also reviewed the Balance Sheet.
- Negotiation timeline (update) – President Oldfield provided the Board with an update on the timelines for negotiations. He will keep the Trustees updated as negotiations start and progress. The first meeting is scheduled for February 9 with faculty.
- Board Travel Budget (update) – Julie provided the Trustees with an update on the Board Travel Budget (handout).
- Financial Report
- Working Lunch - 12:18 p.m.

- Multipurpose Building Update
  - Carryover funds
    - Recommended uses (discussion).
    - How much (update and discussion) – Mr. Stoller said there is roughly \$400,000 that can't be used for operational or salary expenses. Brett said we could use it for science lab upgrades, ball fields, parking lot repairs, just to name a few. The funds need to stay on the Canton Campus because of the bonding. President Oldfield said other projects include a pathway to The Villas. Brett also included some ballfield information for the Trustees. A discussion followed regarding ballfields. Mrs. Butler said she thinks those funds should be used to benefit the multipurpose building and also getting The Villas rented. A discussion followed regarding ballfields. President Oldfield said we talked about splitting the cost with Bluffstone on a pathway to The Villas. Linda said if we start a project, should we invite the Foundation or Alumni Association to support projects? President Oldfield said Colin Davis is working on a fundraising naming rights campaign for the multipurpose facility. The Foundation is planning to use some of those process to start the alumni list for an alumni campaign. President Oldfield said the Board can give the authority to spend up to a certain amount on ballfield construction. Brett said there could be fields ready for a spring 2019 season. Brett will get revised estimates on the ballfields for the Board's consideration. Linda said if we have fields, will we be asked by others to use them. President Oldfield said yes. Linda said that certainly is an income opportunity.
  - Athletics (update) – Mrs. Wilkinson reported that we have an opening for a volleyball coach, and we want to have a team ready for Fall of 2019. The plan is to have someone on staff for recruitment. We have had a couple of applicants, so we are going to get a little more aggressive with that. In the Fall of 2019 we would also be looking for men's and women's basketball coaches for the start in the Fall of 2020. The recommendation regarding Title IX is that we currently have more females than males, so we will start with female. Mr. Murphy asked with financial support could we move those timelines up. Mr. Meade asked if we could offer scholarships for a student for more than one sport. Mr. Stoller said we could split that. Phil asked if we are looking at a deficit, where is the funding coming from. President Oldfield said we are working on a stipend basis. Phil said he has concern with offering a new sport with our current funding issues. A discussion followed about the startup costs for volleyball.
- Facilities/Technology Planning
  - Revolving facilities master plan that is reported to the Board regularly (discussion) – President Oldfield said this idea was proposed in order to provide regular updates to the Trustees. Mrs. Butler said a list that is provided to the Trustees on a regular basis that also includes a Wish List would be good. Mr. Maguire said when we were preparing for the Bond issue, Brett provided a list to the Trustees, and Dave said that was the best listing that the Trustees had received in a long time. President Oldfield said we could have this as a standing Retreat agenda item.
  - Technology plan (update) – Raj Siddaraju reviewed a list of technology projects that were completed last year and also a list that is planned for next year. Raj reported that last summer we completed a scanning audit, which we passed, and everything

was positive. We have updated our data storage and it is more efficient, and we have great back up capabilities. We have put in a new IP fax system which is more efficient. By removing old analog lines, that will result in savings. Eventually we will be using Outlook to send faxes. We are piloting the Mondopad (interactive video system) with Lewistown High School. The future plan is to take a serious look at our IVS system over the summer and eventually replace that system with Mondopads. The advantage of the Mondopad is because our current IVS system is obsolete and old. A number of systems were considered when the Mondopad was selected. Mrs. Blodgett asked if we have the capabilities to support students using their own devices. Raj said yes and no. We do block some streaming videos, and we also monitor. For just the presentation, there is no bandwidth issue. Mrs. Butler asked if there was a unit in every classroom, could you also use those for emergency announcements. Raj said yes. Mr. Singh asked about the support capabilities of our current infrastructure. Raj said we have the ability to support one class at a time considering all students would connect to the Mondopad for the class.

Mr. Siddaraju also reported that we are replacing our antivirus software. We are also planning a Feith update. It is our digital depository. We are also looking at updating Cognos. We are also installing security cameras in the gym. We are planning to investigate a sound system for the gym. We are also planning security cameras for Macomb.

- Water Tower (update) – Mr. Stoller reported that the bids were awarded in December, and that award went to Trotter. We are hoping that the work will begin in March, but that will depend on the weather. That project should be completed over the summer.
- HVAC Plan (update) – Mr. Stoller reported that the geothermal well drilling bids were opened on January 9, and the winning bidder was Durbin. This is such a specialized project that we only had two bidders, but that was what we were expecting. The bid came in under what was budgeted for this, so that is a positive. Well drilling is expected to begin sometime in March, but the temperatures are an issue. We will start with Taylor wells. Hopefully the mechanical room work will begin in March as well. Because we are doing the replacement of the fume hood in chemistry, we are gutting that for a new unit. The chemistry folks are very happy with that. We are also taking this opportunity to clean out the science lab storage areas. Our initial plans are to empty classrooms and offices the week after graduation. Taylor Hall will come off line for the summer. The goal is to have the building back on line the first week of August. Each faculty office has original carpeting, so we are also hoping to recarpet, paint, and replace furniture as we can. Mr. Meade asked about the well drilling. Brett said they will all be done – but the start is for Taylor Hall.
- Macomb Science Lab (update). Mr. Stoller said we are working with CTS on this project. Bob Haile will meet with CTS next week to walk them through the project. This work will also occur over the summer.
- Other capital projects/future projects (update) – Mr. Stoller reported that we are going to replace the VoTech roof this summer. Bids will go out in March, and this will be a Life Health Safety project. This would be for the last 2/3 of the roof. We will also have a summer project for Canton tuck pointing. CTS reviewed all of the buildings, and we are looking at a cost of \$50,000. Brett said he has a list of other

projects that will go on his list of future projects. Other projects include Canton parking lot repaving; Macomb East parking lot repaving; completion of Macomb East build out; baseball/softball fields; Canton science lab renovations; modification to VoTec building for an overhead crane; and Macomb roof. Mr. Maguire asked for Brett to provide the Trustees with the list. Dave also asked if we could look at the Johnson Street building lights. Mr. Schleich asked about parking. Does Brett feel we have enough parking for the multipurpose building. Brett said yes, but we also have some repairs needed. Kent asked if the parking provides reasonable access to the multipurpose building. President Oldfield said graduation will show us. President Oldfield said one of the things Brett mentioned is the Macomb East build out. We are still #2 on the RAMP list, and the Board's plan was that some of the funds would go to Taylor Hall and some funds shifted to the Outreach Center in Macomb. As we continue to talk about adding programs, the Board is going to have to discuss what the facilities in Macomb are going to be. That conversation will be coming in the future, especially if there is a capital bill. We need to come up with a definitive plan.

- Board Policy/Procedure review and planning -
  - Board of Trustees Sexual Harassment Training (update) – President Oldfield said that public bodies are adopting Sexual Harassment policies, and the Board has that through the College policies. This item is to address training. He said Michelle Bugos will review what is done for training for employees. Michelle said it is an annual training for employees and students through WeComply. Michelle said she could set up each Trustee with an account and assign the course. It meets all of the regulatory requirements for sexual harassment training. Once the training is complete, the Trustees will send their Certificate of Completion to Julie. Trustees need to provide Julie with the email address they wish to use for this training. Julie will give those addresses to Michelle. There are ways to address the requirement that the training be face to face. Michelle proposed the Trustees complete the WeComply training and then a policy review with the Trustees during a Board dinner.
  - Retain legal counsel with expertise in community college law (discussion) – Mrs. Butler said this was her recommendation. It has been addressed in Legal Updates, and she feels it would be to our benefit to be well served identifying a firm. President Oldfield said there is a cost consideration. We currently have hourly rates for our labor and college attorneys with no retainer. The flipside of it is we get a lot from our membership with ICCTA and with that membership comes the Legal Updates. He is guessing that the cost for our membership to ICCTA is cheaper than what we would pay for legal counsel. President Oldfield said there is value because there are a lot of attorneys who are specializing. Mr. Maguire said he feels the Board Chair should have the ability to go to legal counsel specifically for something community college related. Mrs. Blodgett said she thinks it makes sense to put together a proposal reflecting the areas of interest and using that to see what it would cost us. We could then say it's not feasible. President Oldfield said we could write an RFP and include in that that awards may not be given. Brett said he has looked in to this issue, and he has an RFP that can be narrowed in scope to reflect what the Board is wanting. Linda said if we didn't want to do bids, the firms could be contacted. Curt will work with Brett on this issue. He assumes that if there is a recommendation, it would be presented to the Trustees for consideration in June.
  - Policy update process for all Board policies (discussion) – President Oldfield said right now he and Julie have reviewed the policies and brought any necessary changes

or additions to the Trustees. He said he thinks that is one of the things to review with legal counsel to have the Board policies reviewed entirely. The Board has access to the policies from our website. Mrs. Butler said this should be a standing Board Retreat item. It will be added to the July Planning Retreat agenda.

- Move beyond annual tuition review to a multi-year plan (discussion) – President Oldfield asked Brett if this could be considered in the tuition forecasts. Brett said yes, with assumptions. Brett said there was some discussion at the CFO meetings, and some colleges have adopted multiyear plans for tuition increases. He doesn't know their reasoning. Given our current credit hour levels, Brett said he could put together information for the Trustees.
- Internal Board Training – in line with assessment (discussion) – Mrs. Butler said the last time this was conducted it was when Dr. Ritschel was President and Gary Davis conducted the training. The Board would like information on what is available to the Trustees for training. President Oldfield will pursue that information.
- Foundation MOU (discussion) – President Oldfield said he and Colin Davis have not met for an update due to The Villas coming on line and also a staffing issue. Curt said he and Colin will use recent court rulings for guidance as we move forward. Mrs. Butler said time has brought clarity, but she wants to be in line. Mr. Murphy asked about the road sign. President Oldfield said Bruce Beal is wanting to raise funds for a sign at the Canton/Cuba Blacktop and County Highway 22. He is proposing a digital sign and asked the Foundation Board for support and is also asking about the College's interest. President Oldfield said he and Brett have talked about some logistical issues. Curt asked where the Board see the sign as a priority. Bruce is proposing about a \$20,000 to \$25,000 project. Discussion followed. President Oldfield said there are options for the sign and its messages and content. He said he would prefer if the Foundation would change the metal sign at the road. Ameren or Spoon River Electric installed an LED light at the intersection, so he would prefer to change the vinyl sign and new IDOT signs. President Oldfield said he will visit with Bruce about the inability to support the sign now but to pursue the new vinyl and IDOT signs.
- CLOSED SESSION: In accordance with the Illinois Open Meetings Act, Section 102/2 (c), the Board of Trustees will adjourn to Closed Session for the purpose(s) of (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; (2) discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

The Board of Trustees did not go into Closed Session.

- Closed Session Minutes Review – discussion followed about the process for Closed Session Minutes Review. The Closed Session Review Committee will meet after today's Retreat.
- President's Evaluation (reminder) – President Oldfield said the schedule for his evaluation is that he will provide the Trustees with a letter in March. The evaluation instrument is available in SharePoint for the Trustees. Mr. Schleich asked if the Board wants to use the same instrument or identify a new one. Linda said she is fine

using the same instrument but pursue other instruments for future evaluations. Curt said he has gained and learned from the current evaluation. The biggest concern is that we truly treat it as an annual evaluation and not a summative evaluation of his employment.

- Other

There were no additional items.

The Retreat ended at 3:10 p.m.

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Date

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Mr. Kent Schleich, Chair

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Mr. Phillip Murphy, Secretary