

BOARD OF TRUSTEES PLANNING RETREAT MINUTES

**Wednesday, January 23, 2019, 11:00 a.m. – 4 p.m.
Canton Campus, Engle Conference Center, Room A
Canton, Illinois**

Present: Gayle Blodgett, Jerry Cremer (arrived at 12:45 p.m.), Kevin Meade, Dave Maguire, Phil Murphy, and Kent Schleich. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Missy Wilkinson, Holly Norton, and Julie Hampton.

Time: 11:21 a.m.

President Oldfield welcomed everyone to the Retreat.

- Strategic Plan Update – President Oldfield reported that the Strategic Plan Update will be provided electronically to the Board. President Oldfield said it can then be reviewed at an upcoming Board Meeting. President's Cabinet is focusing on planning.
- Budget
 - Bond Review (update) – President Oldfield said Brett Stoller would provide the Bond Review. Brett reported that he met with S & P, First Midstate, and Chapman & Cutler, and we have an A+ bond rating. Brett reviewed the Projected Bond Schedule with the Trustees. Mr. Maguire asked how much of the reserve we have on hand. Brett said it is all still there. Brett reviewed Bonding Authority and reported that the legal debt limit is 10.8 million. We are using 5 million of that with the current issue. After this bond issue, we will have 5.9 million as the legal debt margin. One year from now the 5.9 will be about 7.5 million. Mr. Schleich asked what our historic debt margin has been. Brett said that has hovered somewhere between 10 and 15 million. President Oldfield said this is our most indebted time but we will rebound quickly. Mr. Schleich asked how those numbers compare with other community colleges. Brett said it really varies.
 - Tuition and fees (discussion) – Brett presented tuition and fee information to the Board as well as the FY20 Projected Budget. As a part of the process, he reviewed the Ed Fund, Building Fund, and the Total Taxes. He also reviewed Unrestricted Grants: Credit Hour, Small College, and Equalization. He reviewed salaries as well as insurance. Brett said after all is factored in, if we do nothing with tuition, we would see a \$140,000 deficit. Mr. Meade asked about the Voluntary Separation option. President Oldfield said we have not had anyone notify us that they are taking advantage of that. Brett reviewed with the Trustees the tuition options to address that shortfall. A discussion followed. Mr. Murphy asked about fees. Brett said we haven't addressed fees. President Oldfield said fees are on a credit hour basis. Brett said an \$8 tuition increase would cover the \$140,000 deficit. President Oldfield said that the Foundation has raised funds to cover the startup costs of Volleyball. Colin will be reporting that to the Board. Brett also addressed the addition of a person for the multipurpose building for staffing and coverage. President Oldfield said that could be a zero cost or as much as \$70,000 which would include benefits. Mr. Schleich asked if there are regulatory requirements that would require us to have a salaried person for that building. Brett said no, but we do need supervision in that building. Missy said if there was a volleyball match, the Coach should have someone in a support position available. Mr. Schleich said Carl Sandburg handles a lot of that with volunteers. Brett said during games isn't the main concern, it is the 8 to 10 hours a day where we need the building staffed. Brett said the tuition is a February

Board Meeting decision. Mr. Meade asked what we are projecting for enrollment. Brett said down 3%. Mr. Schleich asked about dual credit tuition. Holly said this is classes taught in high schools using the high school faculty. A discussion followed about neighboring institution rates. President Oldfield said online enrollment continues to increase. A discussion followed. Option 17 is the most favorable option.

- Expenses (update and discussion) – Brett provided the Board with a Financial Review for the first 6 months of this fiscal year. He reported that the State is a little ahead of schedule from previous years. He reviewed a Revenue and Expense Comparison, and our revenue because of the timing of spring, is on target. We continue to try to keep expenses conservative. Mr. Meade asked if there is a larger hit on the expense side for the remaining 6 months. Brett said no. Brett also presented and reviewed the Operating Revenue Comparison. Overall, we are pleased with where we are at this point. Mr. Maguire asked about FY19 from the State. Brett said just about \$1 million. Mrs. Blodgett asked if we are being impacted by students who have not received federal funds due to the shutdown. Missy said she has not heard of anything. President Oldfield said at the six week point we may. Brett also reviewed Operating Expense Comparison. Everything is on target. He did report on benefits and said although our rates went up a little bit, our budget is good and so is the experience with Blue Cross Blue Shield. Mr. Meade asked if we are seeing any savings on HVAC. Brett said it is hard because of the difference in weather compared to last year but through November our kilowatt hours are down 5% and dollars going out are down as well. President Oldfield said that is also with the multipurpose building, too. Brett reviewed the Operating Funds – Balance Sheet – as of December 31, 2018. He also presented and reviewed the Financial Review – Investments. Mr. Murphy asked about a \$200,000 projected deficit. Brett said it does because we issue the Tech Bond in one year and then spend it over the next four. We are a balanced budget.
- Negotiation timeline (update) – President Oldfield said that we have reopeners for both the faculty and classified contracts for salaries only. Both will be negotiated in February/March.
- Board Travel Budget (update) – President Oldfield reviewed the Board’s budget. He explained that Julie is the budget manager for the Trustees. There will be training requirements this year. Mr. Maguire reported there is hope for a video training option this year. President Oldfield said that will come with an expense.

Lunch – and tour of the VoTech Building

- Multipurpose Building Update – Brett reported that everything is going well with the building. We have six compressors and typically run on only one. The compressors cycle so that they all run at some point. Mr. Schleich asked if non athletes can use the building. Missy said practice times are posted and students are aware of that. Anyone is welcome when athletes are using the fitness facility. Both students and employees have been using the fitness facility. President Oldfield said intramurals would be a nice addition. Mr. Schleich asked if John Basset is in charge of brainstorming for intramurals. Missy said yes, and a part of that is also staffing.
- Athletics (update) – Missy reported that we have hired the coaches for both men’s and women’s basketball. Both are very active and are bringing prospective students to the College. Camps are planned for summer as well as planning for leagues. The Volleyball coach – Coach Barker, has three students signed. One is from Canton, and

one is from Lewistown. The third is a current softball player who would rather play volleyball. Coach Barker is confident she will hit her target. She is also planning camps, etc., for summer. Softball and Baseball are at full roster size. We are looking forward to those seasons. Softball starts late next week, and baseball starts a couple of weeks after that.

Brett said in the multipurpose building we have the controls but not an actual scorers' table. Mr. Oldfield asked for some details on what we would like to have for the table and provide him with that information.

- Fundraising (update) – President Oldfield said Colin will provide the Trustees with a written update on fundraising.
- Facilities/Technology Planning
 - Potential Facilities Projects List – Brett provided the Board with a listing of Potential Facilities Projects and reviewed those projects and timelines with the Trustees. This item will be an agenda item at every Retreat. President Oldfield said that cosmetic needs in Macomb are worked in to the regular budget. Brett said Johnson Street is reviewed to keep it looking nice. Mr. Cremer asked if there is ever a chance to get students involved in any of the upcoming projects. Brett said we don't have a Construction Management program yet. We may use students when we get ready for the Engle renovations and use students for moving equipment. For the baseball and softball fields, we will use students for the maintenance. Other than that, it is pretty limited. Mr. Murphy asked about the parking lots. President Oldfield said they are ok but the Centers entry is the worst part. Macomb East really needs parking lot renovations, but that is the proposed geothermal well field. Mr. Schleich asked if the geothermal is plotted out. Brett said not at this point, but he could talk with BLDD about the well field and placement in order to address other parking lot issues. President Oldfield said we will continue to keep this list updated. This facilities list is just as important as academic and strategic planning.
 - Softball/Baseball fields (update) – Brett reported that he has been working with the engineers on the fields. We have plans at about 95%. Early next week the plans will be complete and sent out for bids. The hope is to bring back a contract recommendation at the February board meeting. Ideally, we would start moving dirt in March/April and spend the summer completing the fields and have the first games in the spring of 2020. Brett said he toured a handful of other community college fields and gave that information to the engineers. The athletic director and coaches have also provided input as well. Brett said the plan is for natural grass seeding with irrigation and also a drainage system. Brett said there will be some alternates as a part of the process as well. Scoreboards are an alternate. Training for field work and maintenance will be included as a part of the bid.
 - Campus Security/Crisis Management Plan – Brett said training was conducted and completed at Carl Sandburg College. President Oldfield said this class was taught by FEMA and addressed how to manage a crisis situation on a beginning level and also having a crisis management plan. Now that we have more and more events with more people on campus, this is important. We have a process in place. Brett said we have the framework complete, and we have the public version of what is in place. It outlines the components of our plan without too much detail. You don't want to disclose those processes. The overall version is complete, and we are in the process of detailing this to specifics by department and also incident specific. President Oldfield said it is set up in a

military model with a very specific chain of command and backups with layers. We have to identify employees with appropriate skills to lead in specific areas. President Oldfield said we have a plan in place in the event of an emergency today. We need further details. We will get the layers in place and then test it. President Oldfield thanked Brett Stoller, Missy Wilkinson, Sherri Rader, and Andrea White for their work on continuing to move this forward. Mrs. Blodgett said natural disasters are important considerations as well.

- Report – Violations of Sexual Harassment/Acts of Violence/Unlawful Activity – President Oldfield reported that this is a report that we post on our website each year, and we are also required to report it to the Board. Brett reviewed the Campus Safety & Security report with the Trustees. The report includes statistics that we are required to report. Brett reviewed the reporting with the Trustees.

President Oldfield reported that sexual harassment training will be held for the Board of Trustees annually at the July Board Retreat.

- K-12 Connections – Brad O’Brien and Holly Norton presented an update on K-12 Connections. Holly reported that our Dual Credit Coordinator is conducting more regular meetings and communications and serves as a one-stop shop for high school principals, counselors, students, and parents. We host Dual Credit and Financial Aid nights with district high schools as well as recruiting visits. Holly reported on the Transitional Math Initiative and explained that this is a state law established to essentially reduce remediation. We will lead this initiative, and it will include monthly webinars. Holly also reported that she attends the ROE monthly superintendents meetings. WIU and CSC attend as well. Student Services hosts the High Schools Counselor breakfast each spring. Tours and demonstrations are included as a part of that breakfast meeting. Brad reported on the Havana Healthcare Career program. SIU and the U of I Extension are also a part of this healthcare promotion program. Havana Vocational Career Visits. He explained that a couple of years ago we hosted high school superintendents and highlighted career pathways. Havana and Rushville are very active in this area. This year we are going to do a vocational career visit so students can tour our vocational area. The Canton Area Chamber Career Expo will include a lot of folks from technology, manufacturing, and healthcare. We are piloting with Canton and will look into expanding to district high schools. Brad also reported on the Character Assembly presentation at Lincoln Elementary in Canton. He explained that he presented to K-4 students and spoke on citizenship and how that is important. He has also been a guest educator in the CHS IncubatorEDU classroom. He went with Canton a few years ago to visit a “mini Shark Tank” in Barrington, and the Canton students are now doing this. President Oldfield said it is hands on entrepreneurship and a lot like Junior Achievement. Brad reported that we also provide judges for Canton High School FFA contests, and Melissa Miller has guest taught in the BIOMed class at CHS as well. We also encourage participation in Advisory committees. Additional connections include the RIHS Conference scheduled for February 15, Adopt-A-Classroom project, 10th Grade Career Day, 8th Grade Reality Store Events, and participation in homecoming parades.

Holly reported that we have been invited to participate in the RIHS Conference – February 15. We are sending four folks to be a part of the conference on motivation and a “life after high school” conference. Topics include time management and money management, among others.

Mrs. Blodgett said the 8th Grade Reality Store is one of her favorite events. Her kids still talk about their experiences with the Reality Store. Missy said we constantly review the

Reality Store and continue to tweak it to be current with 8th graders. President Oldfield explained that the Reality Store is basically the game of Life. Students have an occupation and go around to different tables for bills and payday and unexpected expenses. It is held the first Friday in April.

President Oldfield directed the Trustees to the ACCT website to their Aligning for Student Success whitepaper. He said this reinforces everything that Brad, Holly, and Missy have reported about community colleges working with K-12 to improve college and career outcomes. Our academic and student services teams are doing a great job building relationships with K-12s. In the fall of 2013, there were 9,978 K-12 students in our district. Fall of 2017 the number is 9,407. In five years we have lost 571 students. If you do a 10 year study, you really see that slide. President Oldfield said he anticipates falling closer to 9,100 or 9,200 for AY 18-19.

President Oldfield said on Sunday on CBS Sunday Morning, there was a segment on homelessness and higher ed. Home insecure and food insecure students were presented. He said we will be surveying for CCCSE, and he predicts that we will find that a great number of our students are food insecure and home insecure. We are in the third year of having a food pantry for our students in our learning resource centers in Canton and Macomb. Mrs. Blodgett asked if we have someone who we identify as a person a student should go to when they have a problem. Missy said our Student Success Coaches are the resources for those students. Brad said they created this food pantry concept. Andrea White is a counseling resource as well.

Mr. Maguire said he reviewed this ACCT publication with President Oldfield because years ago the Board had met with district school boards. He is wanting to address how, as this has evolved, to make this advantageous for a student to move to us. He wants to know how the Board can assist the staff to make this seamless. President Oldfield said the regionality is key, and we all have to work together. We need to have the entire region succeed. It really us working with K-12's as well as cities and city councils. We have to pull for each other and move the region forward, otherwise it will be a tough road. He appreciated Dave bringing up this topic. This publication, as well as other resources, are available on the ACCT website. President Oldfield said there is also one on Workforce, and Brad has been working on connections. Brad said the new programs he will bring to the Board in March have all developed through workforce needs and requests. That is one thing we are focusing on and community outreach is the outreach to business and industry. Some of our business and industry in our area tend to be a little shy, but our roundtables are helping a lot with that. Keeping connections open is key. Brad said he and President Oldfield were at a Canton Chamber workforce meeting last week talking about immediate needs. Brad and Velvet, along with Erin and Andrea, are reaching out to businesses to establish or reestablish that connection. We are now receiving invitations from businesses to tell them what resources and options are available.

- Legal Update – Robbins Schwartz – The Legal Update was provided to the Trustees.
- Closed Session Procedures – President Oldfield reviewed the Legal Updates section specific to Closed Session Procedures with the Trustees.

President Oldfield also noted that the Legal Update includes a section on Election Law. ICCTA also has the rules of the Illinois Election Authority on the ICCTA website.

President Oldfield reviewed the College Ethics Ordinance section of the Legal Update. Gift Ban is included on page 56 in the Legal Update. There is a dollar value that is included as a part of the Gift Ban.

President Oldfield reviewed the Public Pension Changes 3% Limitation on Salary Increases section of the Legal Update.

President Oldfield reviewed the Fair Share section of the Legal Update with the Trustees.

- Board Policy/Procedure review and planning -
 - Board policies – review and recommendations for updates – President Oldfield said we need to review the Board’s travel policy to make sure we are in line with new language regarding receipts. If needed, this policy would be updated based on the new law.
- 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 did not hold a Closed Session.

- Closed Session Minutes Review
- President’s Evaluation (reminder) – President Oldfield reminded the Trustees that his evaluation process starts in March with his letter. President Oldfield said he will have that letter ready for the Trustees at the March Board Meeting.
- Other – Mr. Meade asked if the format for the July Board Retreat will be the same – Board Retreat being held during the day of the Board Meeting with the time for the Board Meeting being earlier. President Oldfield said he thought this format with the Retreat being the same day as the meeting works well.

The Retreat ended at 3:57 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip Murphy, Secretary