

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

Wednesday, May 22, 2019
6:00 p.m.

The Regular Meeting of the Board of Trustees of Spoon River College was held on Wednesday, May 22, 2019, in Room T201, Taylor Hall, Canton Campus, Canton, Illinois.

1.0 GENERAL FUNCTIONS

1.1 Call to Order

Mr. Schleich, Chair, called the meeting to order at 6:01 p.m.

1.2 Roll Call

Members Present: Mrs. Linda Butler
 Mr. Jerry Cremer
 Mr. Dave Maguire
 Mr. Kent Schleich
 Ms. Molly Linder – arrived at 7:05 p.m.

Member Absent: Mr. John Biernbaum
 Mr. Kevin Meade
 Mr. Phillip Murphy

Also present were Mr. Curt Oldfield, President; Mr. Brett Stoller, Vice President; Ms. Missy Wilkinson, Dean, Student Services; Mr. Brad O'Brien, Dean, Career and Workforce Education; Ms. Holly Norton, Dean, Transfer Education; Mr. Colin Davis, Director, Foundation; Ms. Lisa Dennis, Director, Academic Support; Ms. Anna Stinauer, Coordinator, Institutional Research; Ms. Bridget Loftus, Chemistry Faculty; and Ms. Julie Hampton, Executive Assistant to the President/Recorder.

1.3 Invocation

Mr. Cremer 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 there were any requests to address the Board. There were no requests.

1.6 Approval of Minutes

1.6.1 April 24, 2019 Closed Session Minutes Review Committee Minutes

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 the April 24, 2019 Closed Session Minutes Review Committee Minutes.

1.6.2 April 24, 2019 Regular Meeting Minutes

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 approved the April 24, 2019 Regular Meeting Minutes.

1.6.3 April 24, 2019 Closed Session Minutes

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 the April 24, 2019 Regular Meeting Minutes.

1.7 Report – ICCTA Representative

Mr. Dave Maguire presented the following report:

Since our last Board meeting ICCTA held its regular Board of Representatives meetings in conjunction with our annual lobby day efforts on May 1st. There are nine days remaining before the scheduled May 31 legislative adjournment. At this time there are still multiple items are still up of concern to community colleges. During our meeting we received [comments from Jesse Ruiz, Deputy Governor of Illinois; Nyle Robinson, Interim Executive Director of the Illinois Board of Higher Education; and Dr. Brian Durham, Executive Director of the Illinois Community College Board.](#)

The Association [approved full payment of \\$21,673.02 to the Community College Insurance Consortium to close out ICCTA's previous health insurance claims;](#) this will result in a refund to Spoon River College as we were a participant in the Consortium.

[The ICCTA Executive Director Search Committee received approximately 30 applications for the position. Seven semi-finalists were interviewed by videoconference on April 29 and 30th. Final face-to-face interviews with the four finalists were held on Monday, May 20.](#) It is anticipated that a new executive director will be announced by the annual meeting in June.

The [association's proposed Fiscal Year 2020 budget](#) will be on the agenda for [the June 8 annual meeting.](#)

The one day four hour Trustee Training session is scheduled for Friday, June 7 during the annual meeting. The session will be recorded with a DVD being made available for colleges at a later date. The details as how that will be administered will be sent out form the ICCTA once the materials have been prepared.

During the two day meeting and lobby day efforts by colleges were focused on meeting with as many legislators as possible.

The focus was on three main issues: 1) [Asking state lawmakers to support the Governor's budget recommendation of a 5% funding increase in Fiscal Year 2020 to help community colleges recover from 16 years of declining state support;](#) 2) [Reminding state legislators of the urgent need for a statewide capital construction bill](#) (details of the Governor's plan were recently

made available); 3) [Thanking legislators for supporting community colleges during the state's two-year budget impasse.](#)

Just recently the Governor has released the draft of his Rebuild Illinois. President Oldfield has been one of the individuals who has been participating in this effort on behalf of the community college system. The copy that has been made available does mention Spoon River College as one of the proposed projects. I would defer to him for details.

President Oldfield reported that for SRC the funding for the buildout of the Macomb East campus that would include a workforce education center. It would be proposed by the Governor for the legislature to approve this project. Dave said it is nice to see SRC on the list. Mr. Cremer asked about possibilities. President Oldfield said there are a lot of uncertainties and a lot of things that would have to happen. He said there is also some confusion about funding sources. This would not be paid by motor fuel tax funds. President Oldfield said he feels we are much closer than we have been since 2008. Jerry said once approved, what is the next step. President Oldfield said it would be at least a three year process for us. We would have to start with architectural drawings. Mr. Maguire said it is a 75/25 match. Mrs. Butler asked what the funding would be. President Oldfield said it was \$16 million but we put in \$21 million which would include the parking lots but that might not be a part of the plan. It could be a blend of the RAMP and new money and if Dave is right on the 75/25 match that would be better for us for our match. Linda said in three years we would have quite a bit rolling off of our bond cycle. Jerry asked about projected construction costs three years from now. President Oldfield said that's why we have bumped it to the \$21 million. There are a lot of unknown expenses at this point. What we want to have and what we can afford are two different things. Dave said it is a draft document at this point and a lot can change. Dave said President Oldfield has been out there in front in Springfield and Peoria and it helps when you have your president out on the top when dishing out who gets what. Mr. Schleich asked if the construction is back from 6 or 7 years ago. Brett said we get a State mandated estimate for inflation each year. We are usually capped at 2 or 2¼ each year. Kent sked if the original architectural renderings were from 8 years ago? Brett said we had initial plans in 2009 and BLDD did one that was the unfinished space. The issue is this all starts with the RAMP that is actually the Centers/Taylor RAMP that would give us \$6 million of State money that we can move to Macomb. We also have the excess. President Oldfield said we are lobbying for money to be added to the RAMP to finish the project.

Mr. Maguire reported that [the next ICCTA Board of Representatives meeting will take place in conjunction with the association's 2019 annual convention on Saturday, June 8, 2019, at the Westin Chicago Northwest Hotel in Itasca, Illinois.](#) This meeting is when we annual recognize [faculty, alumni, businesses, students, and](#) announce [service awards](#) for those who have benefited our colleges and the community college system.

Additional dates and meeting of interest are submitted with my report.

Are there any questions?

Mr. Cremer asked about training and the timeframe once the DVDS are available. President Oldfield said there are 180 days allowed for completion of the training, so there will be about a month to spare for that timeframe to be completed.

UPCOMING EVENTS

MAY 2019

[May 31 Scheduled adjournment date for the 101st Illinois General Assembly](#)

JUNE 2019

[June 4 Illinois Board of Higher Education meeting, Northern Illinois University, DeKalb](#)

- [June 6 Illinois Council of Community College Presidents meetings](#)
[Westin Chicago Northwest Hotel, Itasca](#)
- [June 7 Illinois Community College Board meetings](#)
[Westin Chicago Northwest Hotel, Itasca](#)
- [June 7 – 8 ICCTA annual convention and Board of Representatives meeting](#)
[Westin Chicago Northwest Hotel, Itasca](#)
- [June 13 Illinois Student Assistance Commission meeting, Chicago](#)

JULY 2019

- [July 18 College Changes Everything Conference](#)
[Tinley Park Convention Center, Tinley Park](#)

AUGUST 2019

- [August 2 – 3 ICCTA Executive Committee Retreat](#)
[John A. Logan Community College, Carterville,](#)
- [August 6 Illinois Board of Higher Education meeting](#)
[via videoconference in Springfield and Aurora](#)
- [Date TBA Illinois Community College Board retreat, location TBA](#)

SEPTEMBER 2019

- [September 10 Illinois Board of Higher Education meeting](#)
[Waubensee Community College, Sugar Grove](#)
- [Sept 11–13 Illinois Council of Community College Presidents retreat and meetings, President](#)
[Abraham Lincoln Hotel, Springfield](#)
- [Sept 12 Illinois Student Assistance Commission meeting, Chicago](#)
- [Sept 13 – 14 ICCTA Board of Representatives and committee meetings](#)
[President Abraham Lincoln Hotel, Springfield](#)
- [Sept 20 Illinois Community College Board meetings, Harold Washington College, Chicago](#)

1.8 Report – Student Government Representative

Ms. Molly Linder had not yet arrived at the meeting, so President Oldfield read the report as follows:

Kaleidoscope, the student Journal of Art and Literature, was released and celebrated at the annual Coffee Spoon event on Canton and Macomb sites (a copy is available at each seat). Students who attended read poetry, discussed their art and photography, played music, and sang.

169 students were named to the President’s Honor Roll in recognition of their academic achievement during the spring 2019 semester for completing 12 credit hours or more of college-level classes during the semester and earning a grade point average of 3.6-4.0.

111 students were named to the Dean’s Honor Roll for the spring 2019 semester for completing 12 credit hour or more of college-level classes and earning a grade point average of 3.0-3.59.

Congratulations to our student athletes who were named award winners for academic and athletic accomplishments:

National Junior College Athletic Association (NJCAA) All Academic-First Team: 4.0 grade point average-Jack Schaffer, Clay Schroeder, Ashlyn Towery, and Connor Wise

NJCAA All-Academic Third Team: 3.6-3.79 gpa-Jaden Deleon, April Hoover, Brett Johnson, Samantha Miner, and Jarrot Stealy.

Midwest Athletic Conference (MWAC) Academic All-Conference: Completed 24 hours or more with a minimum of 3.5 gpa: Jurnee Adams, Andrea Aguilar, Jaden DeLeon, April Hoover, Brett Johnson, Samantha Miner, Riley Newland, Jack Schaffer, Clay Schroeder, Jarrot Stealy, Dylan Suca, Ashlyn Towery, and Connor Wise.

Samantha Miner earned All Region honors for softball, and Robert Chayka earned All Region and Gold Glove honors for the baseball team.

The MWAC All-Conference team has also been announced:

First team:

Robert Chayka

Second team:

Samantha Miner and Brett Johnson

Honorable Mention:

Nelson Diaz, Lexi Campbell, and Rayna Davis

1.9 Spoon River College Foundation

In the absence of Colin Davis and Trustee Murphy, President Oldfield reported that he attended the Foundation Meeting on May 15. This was the organizational meeting with Mitch Coonradt serving as the Chair of the Foundation Board. They also adopted their unrestricted budget for 2019 and 2020 and created a dual credit scholarship committee. The Foundation Board also approved two Board Members. The Board will now be at 16 and hope for one more member. The next meeting is July 17. Guys and Dolls is scheduled June 27-30, and tickets are almost sold out. Lori Murphy is the contact for tickets. The Golf Outing is scheduled for July 26 at WeeMaTuk. If you would like to enter a team, contact Colin Davis. Sponsors are also welcomed. Mr. Schleich said he believes the tickets for Guys and Dolls are sold out.

1.10 Report – Board Member Comments

There were no additional comments from Board members.

2.0 PRESIDENT’S REPORT

2.1 Communications

President Oldfield reported that the Canton Park District has printed calendars, and we are a sponsor for April for Community College Month, and those calendars are available if anyone would like one.

President Oldfield said that in the event of inclement weather this evening during the meeting, the meeting would move to T117.

President Oldfield reported that, as Trustee Maguire mentioned, the IBHE has an Interim Executive Director, Nyle Robinson, and he visited SRC last week and spent a couple of hours on campus. It was nice to host him and for him to see our campus. It was a great opportunity for him to be here and aid his understanding of community colleges in a rural atmosphere.

President Oldfield thanked all of the staff and Student Services staff for a very successful Commencement ceremony. We had 150 students walk through the ceremony. There was also great attendance in support of those graduates. President Oldfield thanked Missy Wilkinson and the staff for their work.

Mrs. Butler said she saw some people from Vermont who attended graduation, and they said it is a very nice facility, and it was almost full. President Oldfield said that was very true and a nice issue to have.

President Oldfield reintroduced Anna Stinauer, Coordinator, Institutional Research. She will be presenting our Employee Satisfaction Survey results.

- Employee Satisfaction Survey Results – Anna Stinauer presented the following report:

Anna reported that there were 100 responses out of 128 employees. This is the best response rate we have had. The information presented this evening shows years 2014 through 2018. Anna said she circled areas that were worse than the years before. She said there are also comments included with Relative Positive comments and Relative Constructive comments.

A comment regarding morale was reviewed, and President Oldfield said that at Professional Development Day employees were reminded of the need to seek solutions. We also have really happy people as well as someone who wasn't quite so happy. Mrs. Butler said the good thing is to see the numbers.

Anna reviewed a comment on Working Conditions: "The Macomb Campus is very run down." President Oldfield said we do recognize that there are things we need to do for that positive first impression as well as repairs.

Anna reported that Personal Opportunities was 1% lower than the last year. The category is a little lower with some comments that are constructive as well. President Oldfield said the comment regarding security is somewhat true but we certainly do not look at personnel first to balance the budget. It is everyone's responsibility.

Anna reported that in the section "Cooperation," the numbers are good. A comment regarding the Interest Based Bargaining problem solving process was positive. President Oldfield said we have used that process throughout the various committees on campus to use the problem solving approach to find solutions to address issues.

Anna reviewed Communications and one constructive comment about employees taking the initiative to attend committee meetings.

Anna reported on the Leadership section as positive. The constructive comment about seeing SRC leadership encouraging employees to be involved in community events was reviewed. President Oldfield said we walked through this with Andrea Thomson and Hannah Neuendorf to get the word out and remind employees of volunteer hours that are available to employees – 4 hours each month. We are hopeful that will help employees see the opportunities to volunteer. Kent asked about what percentage of college employees take advantage of this. President Oldfield said in the past we have had 40 or 50 employees with a little over 2,200 volunteer hours out in the community. That is a strong number but we would like for that to be better. Anna said a recent HR survey included the volunteering opportunities. Andrea Thomson said we are now tracking those hours with a timecard, so we will have more specific information.

Institutional/General – Anna reported that these are two areas that were significantly lower from the previous year. President Oldfield said we have not done anything differently, so the decrease is interesting. We need to help our supervisors have more conversations with departments regarding the budget process. All of the higher level efforts have remained the same.

Anna said the social opportunities decrease was interesting because the year before there were comments that there were too many opportunities at a cost. Now employees are saying there aren't enough opportunities. Mrs. Butler said there are almost no comments

regarding budgets except for how that impacts employee parties. She said she found that interesting.

Compensation and Benefits – Anna reported that there was a decrease in the “paid fairly for the work” question. There is a significant increase in the benefit package question. Employees are happy with the new health insurance. There is also positive comments regarding the tuition waiver benefit.

Anna reviewed the Facilities section and said there is a decrease in the “restrooms are clean and appropriately stocked” question. There were also a lot of comments about facilities.

Anna reported that there was an 82% Overall Positive Responses rate. She said we are hoping for improvements next year as well.

Mr. Schleich asked if this was shared with employees. Anna said that it was shared at Professional Development Day. President Oldfield said we administer the survey in the October/November timeframe and presented the results to employees in February. Linda said overall it was a very good report and the comments are very good to have. Anna said we wanted to also show that all comments are read. President Oldfield said the results are available for all employees as well.

2.2 Business and Finance Report

2.2.1 Authorize the following payments for the month of May 2019:

Payroll	\$ 563,823.10
Accounts Payable (excluding travel)	196,067.10
Accounts Payable Travel Expenses	12,297.70
Accounts Payable BOT Travel Expenses	199.31
Electronic payments (Health/Life insurance)	139,208.59
Student Refunds – Accounts Payable	520.00
Student Refunds – Nelnet (electronic)	<u>199,885.89</u>
TOTAL:	\$1,112,001.71

President Oldfield reported that the student refunds was from Student MAP payments, and it is flow-through money.

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 authorized the following payments for the month of May 2019:

Payroll	\$ 563,823.10
Accounts Payable (excluding travel)	196,067.10
Accounts Payable Travel Expenses	12,297.70
Accounts Payable BOT Travel Expenses	199.31
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Student Refunds – Accounts Payable	520.00
Student Refunds – Nelnet (electronic)	<u>199,885.89</u>
TOTAL:	\$1,112,001.71

2.2.2 Contract with Corporate Clean, Peoria, Illinois, for custodial services for the Canton, Macomb, Macomb Outreach Center, Havana, and Rushville locations in the amount of

\$186,396 annually, effective July 1, 2019 through June 30, 2020. Funds are available in the Building fund.

Mrs. Butler asked since there were comments in the Employee Satisfaction Survey should there be any concern. Brett said we have a binder at front desks that are available for employees to enter requests to be addressed. In addition, Brett reviews these comments with Mark at Corporate Clean as well. As part of the comments, we have had in the past, the result was the addition of the binder for employees to assist with getting something addressed. Linda said some comments were specific with certain issues, and some can be difficult. President Oldfield said specifically with Macomb restrooms and water leaks, we do address those issues but not to the degree we might if we weren't considering the move to a new facility. Brett said we have also had issues in Taylor Hall restrooms that we have addressed as well. Mr. Schleich asked if the binders are used. Brett said the issue is we tell employees the binder is available and some would still say they weren't aware that was an opportunity for them. Holly said the binder in Macomb is outside of her office, and there are one or two entries a month. Corporate Clean employees check the binders every night.

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 approved a contract with Corporate Clean, Peoria, Illinois, for custodial services for the Canton, Macomb, Macomb Outreach Center, Havana, and Rushville locations in the amount of \$186,396 annually, effective July 1, 2019 through June 30, 2020. Funds are available in the Building fund.

- 2.2.3 Contract with Elam Private Detective, Inc., Canton, Illinois, at an hourly rate of \$16.00. The purpose of this contract is to provide evening security coverage for the Canton Campus and the Macomb Campus. The effective date is July 1, 2019 through June 30, 2020. Funds are available in the Liability fund.

President Oldfield presented this item for the Board's consideration.

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 approved a contract with Elam Private Detective, Inc., Canton, Illinois, at an hourly rate of \$16.00. The purpose of this contract is to provide evening security coverage for the Canton Campus and the Macomb Campus. The effective date is July 1, 2019 through June 30, 2020. Funds are available in the Liability fund.

2.3 Institutional Planning

President Oldfield introduced Lisa Dennis, Director, Academic Support, for a report on Academic Support.

- Academic Support Update – Lisa Dennis presented the following report:

Lisa reported to the Trustees that she wanted to report on the Student Referral Process. Lisa said that the referral process is a fluid process that can start with faculty submitting a referral. The Student Success Coach then attempts to contact the student. A follow-up email is provided to the faculty who submitted the referral. The Student Success Coach continues to reach out to the student, and once contacted, a coaching/success plan is created for the student, and the referral is processed.

Lisa reviewed Student Referral System Usage for academic year 2018-2019. The total number of referrals received was 764. The total number of referred students was 450 (17%). The total participating faculty members was 61 (65%). Lisa then reviewed the D/F/FA/W Report for Fall 2018 and explained that the following questions are asked:

- Was the student referred?
- Was there a recommendation for the student to withdraw?
- Was the student referred PRIOR to recommendation to withdraw?

Lisa reported that all numbers are up over last year, but this is an area we want to improve. Success Coaches were contacted and reviewed if students were referred, if this was the first time, and if we had missed an opportunity to assist. The result was 718 grades with only 23% were referred. 35% were recommended to withdraw and of those 86% were first time referrals.

Lisa reviewed the Student Referral Outcomes (for the past 2 academic years):

- Over 70% of referrals resulted in a passing grade or withdrawal.
- Over 60% of referrals resulted in a grade of C or higher or a withdrawal.

Overall Retention:

- How do student referrals affect overall retention from semester to semester?
 - Who was referred in the fall semester and were they retained for spring semester? (excluding graduates)

Lisa reviewed Student Referral Affect Retention and explained that of these 1,380 students, only 16% (182 students) were referred and 64% retained.

Lisa also presented the following information on students who were referred, but not retained:

- 8 students did not return messages.
- 8 students were first-time referrals with a recommendation to withdraw.
- 9 students reported issues related to balancing a job and going to school.
- 8 students reported struggling with illness.
- 5 students reported family related issues.
-

Lisa reported that the notes were very detailed and thorough and reflect the hard work and passion of both Abby Beck and Mandy Kreps.

Lisa reviewed the following Take-aways – what we need to do:

- Increase faculty usage of student referral system – ask that instructors submit referrals earlier in the semester before the student needs to withdraw.
- Focus on students who were referred but not retained and determine possible coaching/institutional improvements.

Lastly, Lisa reported that the LRC Annual Report is on the SRC website under Academics/Learning Resource Center. The latest report will be available in a couple of weeks.

Mr. Maguire asked about the biggest barrier for students. Lisa said the coaches try to send out emails and get it out there for faculty but in some cases, especially with part-time faculty, they are missing some communications or not sure why they need to do this, so we keep pushing the importance of the referrals. Lisa said she will be presenting at the Fall Faculty Professional Development Day. President Oldfield said if you were to break down the faculty usage, the full-time faculty are high users of the early alert. We need to continue to help part-time faculty understand that they aren't geographically bound when assisting students. There are multiple methods for contacting students.

Holly Norton said we have also talked about direct marketing for the referrals. She would also like to think that maybe they don't have to do referrals because they are also reaching out. We don't want that to replace the referrals but should be done in conjunction with each other.

Dave asked how many students could be plugged into this support system. Lisa said the slide she reviewed regarding the referred versus the not referred students shows the great need to improve that number with referrals and follow up with the students.

Mrs. Butler asked about reading out to full-time faculty at Professional Development Day. What about part-time faculty. Holly said we try to address this with part-time faculty during the kick-off. They are not required to attend, so that can make it difficult. Linda said even if the information is sent, it is hard. Linda asked about self-referral. Lisa said the success coaches do classroom visits and invite students to come and see them at any time. Students know that that is an open door. Lisa said we are also working on a Canvas site for faculty support that includes this process. We hope that going forward that this becomes a part of their job. President Oldfield said in addition to this we have free peer tutoring and professional tutoring. Linda asked if referrals are broad based across all disciplines. Lisa said yes. President Oldfield said probably a higher percentage of our gen ed faculty participate.

Dave asked if we use peer counseling. Lisa said not with the coaching piece, however we do have peer tutors.

Mr. Cremer asked when the withdrawal recommendation is made, is that at a point of no return? Lisa said if it is done at midterm or after, it could be. It depends on if the recommendation to withdraw has come after several referrals and given all of the guidance with no response, and the recommendation is to withdraw, then that is probably the best recommendation. Jerry asked if a student does withdraw and returns, do students retake the course with different faculty. Lisa said we do not track that but that certainly could be an option.

Mr. Schleich asked if there is a higher percentage of freshmen over sophomores. Lisa said we haven't looked at that but we certainly could. Missy said her guess would be that there are more freshmen. Kent asked if there is initiative to get the incoming students another tier or attempt to know about and use the process. Holy said that sometime students can be defensive when they learn of a referral.

Kent thanked Lisa for the informative report.

- Facilities Update – Brett Stoller presented the following report:

Canton HVAC Replacement

Engle

75% of demo of ceiling track and tiles, lights and ductwork is complete

25% of new lighting service is complete

Units supposed to be here next week to start hanging

Votec Block Work

Original construction included 8 bays. We are taking out all of the doors and bays that are no longer used and 2 of 5 bays complete. The block will be painted when complete.

T200 Chem Lab Renovation

Demo of old casework complete

Cut and cap of old plumbing and electrical complete

Next up – rough in plumbing & electrical
June 10 install for new casework

Ballfields

Rain is killing us. Groundbreaking was originally scheduled for last week and now Tuesday, May 28, but that isn't looking likely. Hopefully we will get all of this rain again in September for newly planted grass.

Buses

Lease is up on current (2) 25 passenger buses
Turning them in end of June
Going to get (2) new 25 passenger buses and (1) new 15 passenger bus
25p buses require CDL 15p bus does not
Should get them in September

Brett also reported on the Macomb Roof project and said we are still waiting on CDB.

Molly Linder, Student Trustee, arrived at the meeting at 7:05 p.m.

- 2.3.1 The President recommends that the Board of Trustees accept the SRC Risk Management Plan.

Brett reviewed the changes from the previous plan. The original plan was created in 2009, and this update includes title updates, employee names, our insurance and coverages, AED locations as well as catastrophic athletic insurance coverage. That coverage is for catastrophic injuries - \$25,000 and above. The job assignments and percentages were also reviewed and updated. Brett said this is a way to identify how much of employee salaries can be allocated to the Tort Fund. Risk Management categories were reviewed and updated. Each year Brett said he works with Bushue, our consultant, and insurance carrier to update all of our policies to make sure we have the correct coverages as well as limits and deductibles. We have a new cyber liability insurance as well. We update our insurance every year, and it was past time for the Risk Management Plan to be updated. Mrs. Butler said it's basically housekeeping that has been done. Brett said yes. Linda asked if on paragraph D there is the list of all of the testing that is done. Mrs. Butler asked with those measurements, do we keep written records just in case? Brett said yes. Incident Reports are kept and responses reviewed. Linda said if need be that information is available. Brett said yes. Linda said given the increased scrutiny about use of the Tort Fund should we be more proactive? Brett said each year he updates the Risk Management Table with salary percentages. He allocates that each year and updates this with the college budget so it matches. Linda said that is good because our policy matches our practice.

Mr. Maguire said 2009 was the original plan with the update now in 2019, but maybe annually when the insurance is reviewed the plan comes back to the Board for review. Brett said he could certainly do that. Brett said that could be a regular July agenda item for the Risk Management Plan.

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 acceptance of the SRC Risk Management Plan.

- 2.3.2 Bargaining Unit Labor Contract between the Spoon River College Faculty Association and the Spoon River College Board of Trustees.

President Oldfield presented this item and said it was for salary only. The agreement with the Faculty Association is a 2.75% salary increase effective with the next academic year, August 15, 2019. President Oldfield thanked Bridget Loftus for her involvement in this process. Bridget said she feels the IBB process is a very positive process.

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 approved the agreement with the Faculty Association for a 2.75% salary increase effective with the next academic year, August 15, 2019.

2.3.3 Bargaining Unit Labor Contract between the Spoon River College Classified Personnel Association and the Spoon River College Board of Trustees.

President Oldfield presented this item and explained that there were members of this Association who were below \$10 an hour in wage, and we agreed to move those members below the \$10 per hour threshold to \$10 or a 3% increase, whichever was higher. The majority would receive a 3% increase but a few did receive a higher percentage to get to the \$10 per hour rate. This increase would be effective July 1, 2019. President Oldfield recommended the agreement and recognized Mel Bankert and Julie Riccioni for their work on this agreement.

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

RESOLVED, That the Board of Trustees approved the salary increases for the Classified Personnel Association as follows: salary increases to \$10 per hour or a 3% increase, whichever was higher, effective July 1, 2019.

2.3.4 Salary increases for Professional Support (2019-2020).

President Oldfield reported that salary increases for Professional Support are usually the same or are similar to those raises of the Faculty Association, so he is recommending a 2.75% salary increase, effective July 1, 2019.

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 approved a 2.75% salary increase for Professional Support, effective July 1, 2019.

2.3.5 Salary increases for Administrators (2019-2020).

President Oldfield recommended a 2.75% salary increase for Administrators, effective July 1, 2019.

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 approved a 2.75% salary increase for Administrators, effective July 1, 2019.

2.3.6 Employment Contract, Vice President

President Oldfield recommended a 2.75% increase.

Mrs. Butler made a motion to approve the Employment Contract, Vice President, with a 2.75% salary increase. Mr. Cremer seconded the motion.

Mr. Maguire said he has concerns about the process not the contract. Dave said the Community College Act states that there should be public notice that the Board will modify an employment contract under section 805/3-65 called Employment Contract Limitations. He said it gets confusing because of multiple sections, ICCB Policy, Statutes, and the Transparency Act. He wants to move ahead with the contract but wants to make sure we cover the notices being made. Mrs. Butler said the Trustees were provided with that information in SharePoint. We may need to change dates to move this up for consideration. Dave said the contract date would be changed to June 30, 2020 as well as the salary and one year added to the items. The changes need to be posted 48 hours ahead of the changes. Linda said the suggestion is to table the motion for a month and take it up at the June Board Meeting. Dave said the contract could be ready in advance of the next meeting. This is strictly a process issue.

President Oldfield said we are receiving conflicting information regarding statutes versus regulations. He said his feedback from ICCB was it only applied to his contract. There is contradicting information regarding that. The most conservative way is to table this item until June. Dave said we want a July 1 effective date. Linda said this will be on the agenda for June consideration.

Mrs. Butler made a motion to table the Employment Contract, Vice President until the June 2019 Board of Trustees Meeting. Mr. Maguire seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees tabled the Employment Contract, Vice President, until the June 2019 Board of Trustees Meeting.

3.0 ADDITIONAL ITEMS

President Oldfield said he has posted his proposed Presidential Goals that should be discussed in Open Session. He reviewed those goals with the Trustees:

2019-2020 SRC Presidential Goals (July 1, 2019-June 30, 2020)

Goal 1: Student Success

Purpose statement: Improve the graduation and transfer rates while also increasing the fall to spring and fall to fall retention rates.

Objectives

- Launch Guided Pathways. This will be a 3 year process to build pathways for students from high school into college and onto a career. This includes more career planning in Jr. High and High School, curriculum alignment, dual credit and career advising for all students.
- Updating academic programs and developing specific program goals for student achievement.
- Develop new initiatives that will improve retention and graduation rates.
- Review and implement strategies to ensure disadvantaged students are successful in courses or programs.

Goal 2: College Fiscal Viability

Purpose Statement: Keep the college fiscally viable by maximizing revenue and reducing expenses.

Objectives:

- Increase overall enrollment by, at least, 1 percent.
- Continue to develop short term CTE programs that contain short and long term options that meet local employment needs.
- Reduce current expenditures and continue analyzing the feasibility of all locations where courses and services are provided.
- Seek funding from individual donors, granting agencies, and foundations in order to support the SRC Foundation's funding efforts and effectiveness.

Goal 3: Community Outreach

Purpose Statement: Increase outreach with communities, high schools, businesses and political leaders.

Objectives:

- Build partnerships with K-12 school districts, universities, community based organizations, units of state and federal government, and business and industry to support the mission of the college.
- Increase the presence of Outreach Programs at all college locations.

President Oldfield said in Goal 1 the new Guided Pathways will assist us as we do a better job of laying out the roadmap for students leaving high school and heading to college and helping them identify career options. We will also work with K12 guidance counselors. Students who declare a major early have a higher success rate. If the students are moving to the workforce, helping them with career preparation or connecting with internships is key. After graduation, it is important to continue to provide career support to our alumni. The key is the importance of advising and having our faculty advise students as well and have that support for keeping our students on time and with a plan. If the plan changes, we can help them make adjustments. The Guided Pathway will take a while to build those processes in and move that direction, but we will get there.

President Oldfield reviewed Goal 2. He said college fiscal viability – working with and reworking with donors, granting agencies, and foundations is key to building our college effectiveness. President Oldfield said he feels there will be a big potential for workforce development funds, and it is an appropriate time to think about how we can continue to expand those programs.

President Oldfield reported on Goal 3 and said there are no changes to the emphasis on community outreach and the outreach programs at all of our locations to open the door for people who have not experienced SRC yet and see that college is doable and we have a lot of resources available.

Mr. Maguire asked about the implementation of the Guided Pathways. President Oldfield said we would launch it this summer, and it would be a three year timeframe. Mrs. Butler said this would involve the K-12s, too. President Oldfield said yes, and having the engagement with universities will be critical as well and we need for them to understand the frustrations of our students with transfer. This is a great way to open the door for those conversations. A lot of this we are already doing but this takes it to the next level.

Mr. Maguire asked if this requires board action. President Oldfield said it does not. Mr. Schleich said in the Presidential Evaluation, the goals set forth from the trustees follow along those same lines.

President Oldfield said he will share the goals college-wide and proceed to move forward, especially with this timing and summer is a good time to move forward.

- Board of Trustees Retreat – July 24, 2019 - Agenda Items

President Oldfield said the Board Retreat is July 24, and we traded the May and July locations, so the July meeting will be in Macomb at the Macomb Campus. The Retreat will be scheduled from 9:30 a.m. to 4 p.m. with the Board Meeting scheduled for 4:30 p.m. at the Macomb Campus. If you

have agenda items, please forward those to Chairman Schleich or Julie. We have some standing items that will be included as well. The sooner we know those agenda items the more time there is to prepare for the Retreat.

- 4.0 CLOSED SESSION. 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; 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 the purpose of the Closed Session is the Evaluation of the President, and action is not expected.

Following a motion by Mr. Maguire, pursuant to the Illinois Open Meetings Act, Section 2, Subsection c, the board of Trustees will adjourn to Closed Session for the purpose of paragraph 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; Mrs. Butler seconded the motion, and following a roll call vote of unanimous approval, it was,

RESOLVED, That the Board of Trustees adjourned to Closed Session at 7:51 p.m. for the following purpose: pursuant to the Illinois Open Meetings Act, Section 2, Subsection c, the board of Trustees will adjourn to Closed Session for the purpose of paragraph 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

The Spoon River College Board of Trustees returned to Open Session at 8:50 p.m.

5.0 ADJOURNMENT

Following a motion by Mrs. Butler, seconded by Mr. Cremer, and unanimous approval, the Regular Meeting of the Spoon River College Board of Trustees, May 22, 2019 adjourned at 8:51 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip Murphy, Secretary