

BOARD OF TRUSTEES PLANNING RETREAT MINUTES
Wednesday, July 22, 2020, 10:00 a.m. – 4 p.m.
Macomb Outreach Center, Rooms B and C
2500 East Jackson, Macomb, Illinois

Present: John Biernbaum, Linda Butler, Jerry Cremer, Kevin Meade, Dave Maguire, Phil Murphy, Kent Schleich, and Jaylen Lyttaker. Also present were President Curt Oldfield, Brett Stoller, Brad O'Brien, Missy Wilkinson, Holly Norton, Andrea Thomson, and Julie Hampton.

Time: 10:03 a.m.

Mr. Schleich welcomed everyone to the Retreat. President Oldfield said it is nice to see everyone in person and in the same room. He thanked Julie, Brett, and Brad for coordinating snacks, drinks, and lunch. He said that each Trustee received Snapper face coverings. Brett placed the order, and these will be available to students if they do not have a face mask when on campus.

- Pandemic – COVID 19 –
 - Response
 - Plans for fall startup

President Oldfield presented this item for the Trustees. He reported that we will still start classes on August 24 with measures in place for safety. We will have a hybrid (online and face to face) option, in person, and online. He said he feels confident that we will have the right mix for the students. In the Career Tech area, most of those classes will be in person and hands on. This past Spring, Nursing continued to meet twice a week during the final 8 weeks and were able to work through the material with students. Hospital sites have started to open again for clinical sites for our students. Brad said we are working on contingency plans for fall and some options include instructors videotaping labs and explaining the labs in the video. Holly said for transfer we are adding in webcams for classrooms. We also added Studio in Canvas so faculty can see if students are watching videos. We can also incorporate quizzes in those videos. We continue to be as flexible as we can. Curt reported that from a Student Services side, they have continued to work with students and have worked with students remotely as well. We are seeing some students on campus. When the bookstore reopens, we are sure we will see more activity. We have an online portal for students to order books as well. President Oldfield said we have learned a lot from the pandemic and have made some adjustments to deliver to the students in a more flexible format. We continue to share communications and will also be adding signage around campus to remind students to wear masks. Brett ordered distancing stickers for floors as well as directional signage for hallways. We may make one-way hallways at the Macomb Campus because of narrow stairwells. President Oldfield said we will not be policing it, but we are hopeful that students will be helpful with each other. Mr. Murphy asked if things improve, is there thought to go back full time face to face. President Oldfield said we are prepared both ways – back to face to face and also another shutdown. The beauty of the hybrid option better allows that flexibility. A discussion followed about the spring delivery and the success of students and flexibility of faculty. Mr. Cremer said he has a concern about elementary and junior high students who are sliding back. President Oldfield said we will feel that in a few years as those students get to us. We will see issues in the areas of reading, writing, and math. Mr. Schleich asked if nursing can get fully certified without clinical. Brad said for missing clinicals, we have developed alternatives so the students still get the experience. Through the Nurse Practice Act, there is allowance for alternatives. We struggled more with CNA students. Brad said the Illinois Department of Public Health has allowed for hiring and working as a tech and counting those hours towards the required clinical hours. President Oldfield said our ADN students will be testing at this time, and we should see the pass rates come in. Brad said we could see somewhat of a change or impact with our first year nursing students who missed a good portion of their clinical time this spring. Mrs. Butler asked about students who need to use on campus technology. President Oldfield said that is coordinated now, and as we get the semester started, we may have to do something along a more expanded appointment format. We may need more lab space than what is currently available. Mr. Maguire asked about testing levels at the high schools to assess the gap. Missy said we also look at the high school transcript for placement. President Oldfield said we use multiple measures to make sure we get the students placed where they need to be. The challenge will be with

no ACT or SAT tests that were not done this spring. President Oldfield said our best measurement will be the transcript and Accuplacer.

President Oldfield also reported that NJCAA has pushed back athletics except for cross country and tennis. Every other fall sport has been pushed to a January start date. For us that is volleyball. The inaugural season for basketball was supposed to start in November, and men's and women's basketball won't start until January. Scheduling will be a challenge. We will have some scrimmage dates in the fall. No public will be allowed. Our facility was planned for technology, and we have the software. Mr. Schleich asked if the basketball season would be extended or condensed. President Oldfield said that would be a condensed season. Mr. Biernbaum said ESports will be strong. Kent asked if we have a full ETeam. Missy said our Coach is Curtis Bump, and he is working with prospects. Missy said we don't have any specifics yet and if we will have try outs. Kent asked about a number. Missy said we plan for 12. Brett said we are putting in 12 stations. Phil asked if they are full time students. Missy said they can be full or part-time, and we would love for them to be enrolled full-time. Dave asked about the area. Curt said the arena is in the lower level of Centers, and Brett will cover that in his report. Dave also asked about a requirement that we tell a student that they aren't qualified for the work of the degree. Missy said as a part of our admissions process, they have criteria that they have to meet. Is Dave asking about a criminal record? Dave said in nursing. Brad said there are segments in the Career Tech area where a student has completed schooling without a required background check who can't secure employment because of a background check finding. Some of the well-established programs already have processes in place to prevent that from happening.

President Oldfield asked if there are any questions from the Trustees about plans. Mr. Meade asked about food service changes. Brett said we are in the process of renovating the area but have not received any direction from the Health Department at this point. We will not have self-serve food and will space the tables. President Oldfield said we will utilize grab and go prepackaged items in Macomb, and we don't have food options other than vending in Havana and Rushville. President Oldfield asked Jaylen about his thoughts from a student perspective. Jaylen asked about use of elevators. President Oldfield said we will limit capacity to two people at a time. Jaylen said he thinks there will be a lot of guidance that will be needed for the students. Mr. Biernbaum asked Jaylen if he thinks students care. Jaylen said that's 50/50. Kevin asked about Plexiglas barriers. Curt said we have those in place for Financial Aid, Advising, front desk, and Bookstore. The new Bookstore set up had already planned for staff to get books for students which will better control that area. Dave asked if we have to address the Student Code of Conduct. President Oldfield said that Code is written in a way for the Committee to review. That isn't specific conduct to face masks, and that discussion will have to take place soon because faculty are wanting face coverings to be required. President Oldfield said he isn't opposed but will require us to enforce that, and it could become an issue with the time commitment. Jaylen asked if there will be screenings as students enter. President Oldfield said we will have hand sanitizer but not temperature checks. We are not required to do temperature checks, but we do have the posters about health issues for self-screening. Dave asked what the Board can do to help President Oldfield with the mask issue. President Oldfield said the issue is with the faculty who are asking for the requirement. Linda asked if you require students to wear a mask, how can you not require that of anyone on campus. JB said a policy could address the mask issue and use common sense in that policy. Kevin asked about a waiver that a person could sign if they choose to not wear a mask and can't hold the College responsible. Linda said we don't have to have a waiver and should post the message that the College is not responsible.

- Fall 2020 Enrollment (update) – Missy Wilkinson reported that we are struggling, but each week we receive weekly reports, and we are moving in the right direction. Kevin asked why that is and if people are uncertain and not making the change from four year to us. Missy said so many are saying that they don't know what they want to do yet or are wanting to wait until January. Our financial aid applications are up 10% yet enrollment doesn't reflect that. Right now universities are saying they will be face to face but that could change. President Oldfield said if the Governor makes the mandate that instruction is all online, we would expect to see a huge increase. Missy said our first time freshmen are up some as well as high school dual credit. Our overall headcount is down 21% over last year. Missy reported on headcount and said that full-time headcount is down 13%. Part-time

headcount shows a 29% decrease which Missy explained is due to dual credit. Some of those students haven't even registered at their respective high schools. We hope the enrollments improve in August with the return of the counselors at the district high schools. Missy also reported on total credit hours and said we are showing an 18% decrease over last year. Each week we see about a 2% increase. Other community colleges are reporting 15-20% decreases. Missy provided the gender breakdown and explained that we are seeing an 18% decrease in males and a 23% decrease in females. Advisors are meeting with students, and we are now allowing face to face appointments. Missy reviewed the athletic rosters and explained that we are seeing similar numbers to last year for volleyball, softball, and baseball. Women's and Men's Basketball is new for fall, and there are 13 men and 9 women with six in the works. The Villas are full, and there are 25 on a waiting list. We are struggling with finding places for students. A meeting was held last week with The Villas to express concern. President Oldfield said we have also talked with the Spoon River Partnership for Economic Development to discuss options. Missy shared initiatives which include communication to targeted groups – phone calls, text messages, and emails. Marketing initiatives include direct mail, TV spots (WEEK, WHOI, and WGEM) and digital ads.

Mrs. Butler commented that she talked with parents who are still in the decision making process who have kids enrolled at universities and are finding their enrollment is online and are questioning why they would pay that money when they have more affordable options. Linda said we are definitely an advantage because we are more affordable. Kent asked Missy that headcount was day to day. Missy said yes. Kent is wondering if we can get a big push at the end and get pretty close. Missy said dual credit could get us closer but she isn't sure we can get to that range. Kent asked about numbers. Missy said we are 25% off last year's 10th day numbers.

Missy shared the TV spot with the Trustees. Kent said he saw our commercial the other day and ICC's commercial was on first. He is glad we are doing that.

- Budget – President Oldfield said 56% of our revenue comes from tuition. President Oldfield said he will present the Budget at the August Board Meeting. Our Budget is currently available and posted for review.
 - FY 2020 Budget review (update and discussion)
 - FY 2021 Budget review (update and discussion)
 - Bond Review – Brett reported that we really aren't a lot different from what was reported at the Retreat in January. He reviewed the Bond Schedule with the Trustees. Our levy is level at 2.3. As of right now, if we didn't issue another bond we would be completely be paid off in 2029. He also reviewed the bonding authority. The College pays off roughly \$1.7 million of principal every year.

Brett reviewed the FY2020 Operating Revenue Summary. He reviewed the variance with the Trustees. We were short in tax revenue, which is expected. We were also short on tuition revenue. The last payment from ICCB is coming for June. Overall we are happy with the outcome. Brett also presented a Tuition breakdown and showed how things came in. We had more dual credit than expected. Kevin asked what the "Other Revenue" of \$41,000 was. Brett said that same from the HVAC project and funds that we had that earned more interest. Brett said we expect to end the year well because of a very different June. Curt said we had some areas that were 20 to 25% under because of the lack of travel and conference attendance.

Brett presented information on next year's budget. We are working with a projection of 10% down for this coming year. He reviewed the All Fund Summary. Our total budget is just over \$19 million. Brett said if we stayed at 18% down, that would equate to a \$500,000 shortfall. Brett said usually he is waiting for State funds, and this year it's tuition. Brett also reviewed the Operating Revenue Summary which totals \$9.9 million. Kevin asked about CARES Act Funds. Curt said we have recognize the income and offset it with the expense, and it will be interesting to see how the Auditors recognize that.

Brett presented the Operating Revenue Sources, and we are at 49% for tuition and fees, 38% for Tax, and 13% from the State. The tax remains at about 1.3 but the state is nowhere near where it should be. He presented Operating Expenditures at \$10.1 million. He said this is where it stands now, but he will have updates in August at the time the Budget is presented for Board approval.

Dave asked how we ended the fiscal year with the reserve balance. Brett said we borrowed \$1 million because the counties are late with taxes, but we will pay that back. Dave asked what our cash need is for one month. Brett said roughly \$2 million. Curt said last month we were at \$2.4 and this month it is at \$1.5.

- Current Facilities Project (update) – Brett presented the current facilities projects and updated the Board on the progress of the projects. The Lab will be completed this summer. We are in the last summer of the Canton HVAC project, and we got a head start because of COVID. We did get a head start, and the pressure wasn't on the project, and the other issue was the extra \$600 per week in unemployment benefits. Some of the companies we are working with are having trouble getting people to come out of unemployment because they are making more money staying at home. Even with that, we are in the process of cleaning the LRC and upper level of Centers. Early next week we will begin moving furniture back. The lower level of Centers with the Cafeteria is nearing completion with lighting and ceiling. We are still working on the Cafeteria. The last focus is the main floor of Centers with all of the offices. We are at a good place now and are hoping by August 14 we have at least the Student Services area back in place. All of the remaining offices will also be back in place by then as well. Phil asked about who makes the moves. Brett said we work with our furniture company as well as our employees.

The Macomb roof and tuck-pointing is complete. Brett said we are still working on the dugouts for the ball diamonds. We are running into problems with workforce issues and not getting responses as quickly as we would like. We may need to make some adjustments. Curt said we have some local options to consider as well. The scoreboards are onsite but not installed. Brett said the electricians that we work with are working on Centers, so that will follow with the scoreboards when Centers is complete.

Brett also presented the Effects of Geothermal Project on Canton Utilities. He provided an update after two years with the geothermal project. Over the last two years just having Taylor and Engle complete, he reviewed the savings. He expects the numbers to double once Centers is done. He anticipates a \$100,000 savings in Canton alone. He has been tracking this since 2005, and in raw dollars we are down 40% in Canton utilities. This has been a good project. Phil asked if the gym is included, and Brett said yes, and we are still down with that addition. Curt thanked Brett for his leadership on the planning and implementation and completion of this HVAC project.

- Student Services Updates

- New initiatives (update)
- Trio Grant Application (update) – Missy reported that we have not heard on the Trio Grant Application. Curt said TRIO is a program that we have in Macomb to serve economically disadvantaged students. This is our third cycle that we have had Trio, and this application would expand those services to Canton. Missy said this is the grant application for Macomb to expand to Canton and have one director and two advisors. It comes out to \$1.265 million over a five year period. Missy said we are pretty confident that we will receive those funds. When awarded, we will do some movement of current staff. In Macomb, the current Trio advisor will continue and work with students, and in Canton, Brandy Chasteen will be the Advisor and also work with students on retention. With that, we will move Eve Zimmermann to all recruiting responsibilities. We will also adjust Jade Powers as back up to Eve as well as communication to all students from prospect through to applied. Missy said there will be no new hires, just shifts in responsibilities. We will also provide assistance to students with the

transfer process. Curt said Missy did a great job analyzing the process and flow while also identifying areas for improvement. This falls in line with our Guided Pathways process through HLC. This will not result in any additional expenses.

- Working Lunch
- Academic Planning
 - Career and Workforce Education (update) - Brad mentioned that he has noticed in the last week or 10 days that instructors telling him that potential students are starting to respond. The difference is in the past, instructors didn't get a lot of feedback, so this is a good sign. He also reported that the Perkins Grant funding was approved with some revisions at \$92,000 for Career and Tech Ed. The EDA Grant is in the works as well. The amount of that is \$2 million.

Brad reported on Agriculture and said there are enrollment challenges for Fall 2020 due to high school recruiting efforts being cut short. Recruiting plans going forward include more involvement of our alumni, industry partners, and secondary Ag teachers. Plans are to bring Ag teachers, industry partners, and our students together at an event, and that is being explored. This was originally planned for late August. However, this will now be planned for late winter due to COVID restrictions. Brad reported that we are currently offering an Associate in Applied Science degree in Agriculture Business Management and certificates in Agriculture Production and Agriculture Precision Technology. As we plan to recruit a new instructor upon retirement, production, technology, and finance will be the focus of that search. We plan to post the position as soon as we have a formal retirement letter. Brad said we will be looking at the work based learning component of Agriculture. We will consider moving from an internship model to more of an apprenticeship model. Students would be in classes one or two days and work for an industry partner 3 or 4 days. We will continue to evaluate curriculum as we bring a new instructor on board. We will be looking at incorporating more 3rd party credentials such as commercial applicator, commercial operator, and commercial driver's license.

Kevin asked if anyone teaches crop dusting. Curt said you have to be a licensed pilot, and the biggest challenge is finding a licensed pilot and the capital to do all of that. The capital is a huge challenge. Most crop dusting is covered by Curless out of Astoria. Jerry said there is a group in Monmouth as well. Curt said he doesn't think there is an unmet need. Kent said it is so specialized and capital intensive.

Brad reported on Commercial Driver Training and said that there was strong interest late fall 2019 and spring 2020 due to the power plant closures. We expect to see interest due to job losses due to COVID. Enrollment is looking good for the class starting July 27. We are investigating ways to work CDL into the Agriculture program.

Computer Information Systems. Brad reported that the planning emphasis will be on the expansion of Cyber Security curriculum and 3D printing. We now offer the entire program on both Canton and Macomb campuses. Macomb has been slow to grow, and we have some marketing ideas to address that.

Diesel and Power Systems Technology. Brad reported that we are confident that we will have a full class of 18 incoming students for Fall 2020. All 17 students who finished spring classes are registered to return this fall. These students have preserved through labs extending into summer. We are very thankful to have retained them all. We are still receiving calls from companies throughout the region which need technicians. Jobs are out there.

Health Information Management. Brad reported that Fall 2020 will be the first semester of the new Medical Lab Technician program. Our goal was to start the first cohort with 6 students enrolled, and we currently have 7 enrolled. We will take up to 12 students. Brad reported that Melissa Miller is currently working with the National Association of Clinical Laboratory Sciences with a goal of being accredited by them by the time our first cohort graduates in Spring of 2022.

Advanced Manufacturing. Brad reported that we received notification this summer that this program has been approved by the Higher Learning Commission. Advanced manufacturing will be our focus under this year's Perkins Grant as we work to put the program into action. We will offer our first classes at Canton High School beginning this fall. Students will take two courses this fall and two courses in the spring. They will graduate as a Certified Production Technician along with receiving the third party credential from the Manufacturing Skills Standards Council. Brad said we hope to be able to roll this program out to other district schools in the future. Dual credit welding will continue with Canton High School and Macomb High School this fall. We are currently planning to offer an additional section in Macomb to West Prairie students. This is contingent upon approval by Carl Sandburg College. We are also working with VIT High School and Rushville Industry High School to offer dual credit welding at their facilities with their instructors. Our goal will be for all of these students to graduate with the welding operator certificate in the spring of 2021.

Nursing. Brad reported that for RN, we have a 93% pass rate. The state average pass rate is 88%. Our nursing program is ranked 13th in the State. Regarding LPN, we have a 100% pass rate. The state average pass rate is 89%, and our LPN program is ranked #1 in the State. Brad reported that SRC hosted a site visit for initial accreditation of our Associate Degree in Nursing program by the Accreditation Commission for Education in Nursing (ACEN) during the last week of January 2020. This followed a four year preparation period by the nursing faculty. The site visitors recommended the program for initial accreditation. The final step for this accreditation will come in September with final ACEN board approval.

Looking Ahead. Brad reported that we are working on the development of a Construction Management degree. We are working with Mid-Central Illinois Regional Council of Carpenters to develop appropriate curriculum. Brad said he has also met with Kara Kemper, President of Kemper Construction in Canton.

Brad also reported on a Modern Media program. He said this is a new concept that covers broadcasting, social/digital media, video production, audio production, graphic design, digital design, virtual reality, and game design. He said this is a collaborative effort between Art, Communications, English, and Computer Information Systems. Curt said we are starting to see programs along this line pop up across the country. This is the modernization of print media and host their own pod casts. This student would get a bundled option and is more of an entrepreneurial approach. This will be cutting edge, and this is how colleges need to be thinking. We need to challenge ICCB to get out of the mindset of creating employees and create entrepreneurs. Brad said 8 to 10 years ago we saw graphic design. This is what replaces that for those students. Kent asked if this is a degree or certificate. Brad said this may be a certificate within our Small Business Management program. Curt said it could be a degree but that is based on jobs. Certificates provide employability skills to add to something.

Lastly, Brad reported on Renewal Energy. He said in this area we could provide solar photovoltaic installers and wind turbine service technicians. These two positions are projected to be the two fastest growing occupations in the United States by 2026.

- Transfer (update) - Holly Norton reported on transitional education, specifically transitional math, and classes that will take place at the high school level. Transitional education includes English which is also coming. In math there are three pathways. It requires us, although taught in the high schools, to work through curriculum. Statistics was reviewed and worked well with the district schools. Our part is that we have a local advisory council comprised of two seats from each school, and SRC has two seats as well. The agreement, syllabus, and competencies were submitted and received conditional approval. We are working on some of the minor issues, and this is planned for offering in Fall of 2021. It has been a great working experience. When English comes out, it will be easier because the process is already in place. The plan is to go through this, and seniors can take this as their fourth year although not termed as their fourth year of math. This not available to juniors because it is only good for an 18 month time period.

Holly also reported on Education and said we have a dual credit Education 201 Introduction to English course at Canton High School which will be taught by Kim Malone. This is a year-long course, and the hope is to transfer to our Ed program and continue from there. We have also been working with ISU to have an education pipeline. This includes Heartland, ICC, Sandburg, and Illinois valley. We will share courses to offer more classes with ISU. Curt said the teacher shortage that rural schools are facing have paraprofessionals who wait their own classroom but because of work constraints can't take the courses because of the timeframes in which they are offered. This is a nontraditional pathway for a paraprofessional to move along to a certified teacher. Holly said we are starting with elementary education because that is a more general area. We will start the marketing soon.

Holly reported that with dual credit we have completed with 9 high schools, and we are in talks with Farmington for a math class. None of the schools had any issues with the dual credit agreement. We will also be implementing the evaluation program within the high schools.

Holly reported that with program reviews, she received the report on last year this morning. As in the past, it is not in-depth, but it is in agreement with the recommendations. This year our program review areas are Nursing and Ag, and Humanities and Fine Arts, Disability Counseling and the LRC, and ESL. The deadline is September 30. Curt said every year programs are identified by the State so in five years every area of the College is covered. This gives us continuity and also allows the faculty time to plan.

Mrs. Butler asked about the transitional programs and is the design to significantly reduce the need for remedial courses. Curt said the ultimate goal is for recent high school graduates. The goal is the time to degree. Linda said she felt the 18 month limitation is good and is an incentive for seniors to take math classes, which they often opt out of. Curt said it is also beneficial for career and technical courses. Linda asked if they take that, is it purely a high school course that we really don't have a part of. Curt said yes. Back in the 90s articulated credit was the thing. This is that kind of model. Linda asked about the universities accepting this. Holly said as of now they are not required.

- Capital Needs

- Macomb Campus/MOC Projects (update) – Brett said that we submitted the MOC parking lot, and we have received funding. We are looking at the resurface of the east side of the lot because the west side will be the geothermal wells. The east side will include drainage, resurface, and lighting. CDB chose an engineering firm out of Springfield. Soil borings identified that there is no underlayment under the parking lot and the ground is poor. BLDD thought to add gravel, etc., but after the soil borings, it was identified that they will have to remove 8 to 10 inches of soil. This resulted in a revision of the project cost. We are still expecting this project next Spring (2021), and we will get the lot completed. Curt said when the City reworked the storm drains along 136, he asked them to include hook ups for our eventual project, which they did at no cost to us. The cost of the project is \$1.4 million. Jerry asked when the project starts, the west lot will still be available for parking. Brett said yes, and there is a sidewalk across the front of the entire building for access to the front doors. Dave asked about the bidding cycle timeline. Brett said sometime in January. Kevin asked who the engineering firm is. Brett said Vasconcelles. Curt said be armed with the knowledge that this is a CDB project, and we have put in the requests to use local businesses.
- Future Capital Projects (discussion) Brett reviewed the listing of future capital projects. He reviewed the ballfield press box/storage and concessions/bathrooms project in Canton. Costs included are just rough estimates. The Votec HVAC project is the only building that we haven't addressed with the current HVAC project. We could use the wells that we currently have. The Canton parking resurfacing is another ICCB project request. The cost estimate is from BLDD. Brett said the remaining projects are cost estimates as well. Brett provided a satellite view of the Macomb Outreach Center, and President Oldfield reviewed the remaining area to be completed of the building. President Oldfield said the building directly to the west of the MOC is for sale. It is a multiple tenant building. WalMart owns the ground, and when the leases are up, the building and space will be for sale. The price is \$650,000. Linda asked about the likelihood of

selling the Johnson Street building, and what is its worth? Curt said he thinks in all actuality the Johnson Street facility has more advantages to it because of its historical perspective. President Oldfield asked if he is approached, how is he to respond? A discussion followed. If approached, the Board would like the details of the sale of the building west of the MOC. Mrs. Butler asked what we would use the space for. President Oldfield said we could use the space for some “clean” CTE classes. Mr. Maguire asked if CTE grants include rent. Curt said he thought there is an allowance for long term leases. JB would guess at least \$10,000 a month for rent. President Oldfield encouraged the Board to think outside of the box.

- Foundation – Colin reviewed the priorities of the Foundation:
 - Technology Assistance - \$10,000 appropriated from UNRE for college/student technology needs. Additional options may be necessary to supplement faculty and student needs as pandemic progresses (are we forced to go back to online only, for example?)
The timeline is now through the end of AY20-21.
 - Enrollment Supplementation – Exploring ways in which we can be helpful to helping drive more enrollment – short-term: letters to awarded scholarship recipients who have not yet enrolled. Perhaps re-offering those who initially declined scholarships the opportunity to change mind (especially if COVID is making them think twice about going elsewhere).
The timeline is now through 8 week registration deadline.
 - Annual Campaign for General Support
 - Unrestricted Funds
 - Increase the donor pool
 - Moving people “up the ladder”
 - Alumni able to get involved in other waysThe timeline is ASAP, potentially as early as fall 2020
 - Scholarship Supplementation - Scholarship funds highly dependent on market performance
 - Higher time of need
 - Good way to get previous scholarship donors back into the foldThe timeline is by the end of February 2021 (Giving Tuesday is 12/1/20)
 - Laying Early Groundwork for Macomb Capital Campaign
 - ID-ing of possible large prospects
 - Conversations with key players
 - Committee?The timeline: Ongoing, but notable progress on one or more of above items during this academic year.
 - Re-circling to Planned Gift Project
 - Creation of planned giving marketing materials
 - Visits with area professionals
 - Direct marketing to targeted donorsThe timeline: Notable progress by June 30, 2021 (ready to deploy after a couple years of annual campaign).
 - Increased Stewardship with Donors
 - Annual Report
 - Email Newsletter
 - First Time Donor Program
 - More Follow-Up Calls/Visits
 - Move them up the ladder!The timeline: Ongoing, but operational by the end of year one of the annual campaign.
 - Needs
 - Personnel – additional staff
 - Postage/Printing
 - Trustees to be willing to tell stories and open doorsTimelines:
 - Personnel: As soon as feasibly possible
 - Postage/Printing: After year one of Annual Campaign

- Trustees: Always! But especially as we are identifying (and grooming) prospects for Capital Campaign.

President Oldfield asked about the addition of a staff member and what roll. Colin said it would be someone for the new stewardship initiatives and that it is someone who is coordinating the smaller level donors. Curt said someone to serve as an alumni recruiter? Colin said yes. Mr. Murphy asked Colin if he thinks additional personnel would help and double in another five years. Colin thinks that is realistic. Colin said he hesitates to include numbers but feels very strongly that the annual campaign is where we start to take that next step because it is an untapped resource. He doesn't feel that he can take that on by himself at this point. Phil asked if Colin has discussed with the Foundation a shared relationship. Colin said not yet, but he feels they would be open to that. President Oldfield said this is different than what we have done, but that doesn't mean it couldn't work. A position could be similar to a grant funded position. Mrs. Butler asked about a capital campaign and the dollar amount for the goal. Mrs. Butler said Colin wouldn't be asking for a particular amount for a specific purpose. Colin said you are pushing the unrestricted funds and the donor will have an affinity for the gift. President Oldfield said there was discussion at the Foundation Board Meeting that this could be the theme to supplement scholarships. The discussion followed about the need and importance of a goal. President Oldfield said in addition to scholarships, food insecurity, and another issue is landscaping. Mr. Biernbaum asked for the monetary goal of the annual campaign. President Oldfield said \$100,000.

President Oldfield said the role of the Trustees in this process is really important for helping open doors. He encouraged trustees to invite himself and or Colin for a lunch with a prospective donor. Educate the prospective donors about what the College is doing. We have a lot of excitement about what is happening at the College, and we need to capitalize on that. We need to share the good news of the College. Colin said it is not just educational for prospective donors but also for us in determining where a person is and the potential and their affinity. Mr. Murphy said in the alumni awards, it is encouraging to see how many of those graduates are successful, and there are a lot that we don't know about. Kent asked Colin if he is able to service current donors with himself and Lori. Colin said for the most part but he would like to do more in the stewardship areas. He hasn't heard many tangible complaints. Kent said follow ups and contacts are doable now with the current donor base? Colin said it is targeted at this point. Mr. Biernbaum asked what percentage of employees give? Colin said 65-70%.

- Goals Discussion/Strategic Plan (update) - President Oldfield will spend time during Professional Development Day to work with faculty to do Strategic Plan goals. We talked about that in February at the all staff Professional Development Day, and we will start to narrow those down for presentation to the Board in September or October and would be effective January 2021.
- Board Policy/Procedure Review and Planning – President Oldfield reported that Julie has reviewed Board Policies and identified legislative updates that need to be addressed in Board Policies. Updates are in bold and deletions are highlighted. He asked the Trustees to review, and those will be presented to the Trustees for action at the August Board Meeting.
 - Board of Trustees Sexual Harassment Training. Andrea Thomson has provided each Trustee with email instructions for the training. The Trustees moved to the computer lab for training.
- Presidential Evaluation (discussion) – Mr. Schleich reported that the Presidential Evaluation has been completed. Kevin said the results have been reviewed, and there were no issues. Mr. Schleich asked if any Trustee would like to add to any comments. Kevin said the wording needs consistency which Linda referenced. That needs to be corrected. Kent said that he talked with Curt and it is an excellent evaluation, and the Board appreciates the job that he does. The Board was able to extend this process with the Memorandum, so the contract would need to be approved at the August Board Meeting. Curt said any changes to the contract would need at least 48 hours posting to the website prior to board action. Dave said the items he anticipates is the change of dates, modification of the

days for time off for the doctoral program, and the dollar amount. Dave assumes the Board will extend everything one year. It was the consensus of the Board to do the one year extension. Kent said Curt is fine with the 3.5% salary increase. Kevin said we need to remove the language for the doctoral work. Dave said it would not be changed because it is anticipated. Curt said his plan is his research will begin in October with that concluded by January and defend in April 2021. Curt said Dave is referencing the days the Board has given him to use to complete his degree beyond vacation time. Dave said it was originally 30 and he thinks it is now down to 20-some. Curt will go back through his calendar to update that number. The contract that will be posted will reflect those days. Kent asked if Curt would like to discuss goals. Curt said he and Kent originally talked about most of the current goals having longevity to repeat those for next year and add any additional goals that the Board would like. Kent said that takes him to a response in the evaluation that COVID has made it difficult with goals. Curt said Goal 1 is Student Success; Goal 2 Keeping College fiscally viable; Goal 3 Increasing Outreach. Curt said those three are still primary with what we need to do. We do still have some control on retention but believes in the importance of reaching out to communities and keeping them involved. Phil said those three goals may be tougher with COVID. Kent asked if there were any additions. Linda said the goals are fine unless something else is identified during planning with the College. Professional Development Day is August 20. Kent said the Contract will be on the agenda for consideration in August. Curt thanked the administrative team and Raj and couldn't do what he does without the team and faculty. He appreciates the Board's trust and respect of all of those areas. It is a team effort. Kent said the Board appreciates the work of those in this room today.

- **CLOSED SESSION** (if needed) In accordance with the Illinois Open Meetings Act, the Board of Trustees will adjourn to Closed Session for paragraph 1). The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

Mr. Schleich said there would not be a Closed Session.

The Retreat ended at 4:26 p.m.

Mr. Kent Schleich, Chair

Date

Mr. Phillip Murphy, Secretary