

**ILLINOIS COMMUNITY COLLEGE DISTRICT
NO. 521
MINUTES OF SPECIAL MEETING OF BOARD OF TRUSTEES RETREAT**

November 3, 2018

**Hyatt Regency
Regency Ballroom, Section F
315 Chestnut St
St. Louis, MO 63102**

CALL TO ORDER

Chairman Rubenacker called the Special Board of Trustees Retreat meeting to order at 9:30 AM in the Hyatt Regency Ballroom, Section F.

ROLL CALL

Mr. Brian Dorris, Secretary, called the roll.

Those present were:

Mr. Randall Crocker
Mr. Brian Dorris
Mr. Jeff Jones
Mr. John Kabat
Mr. Larry Manning
Mr. Randy Rubenacker
Miss Mackenzie Trader (Student Trustee)

Those absent were:

Dr. David Asbery

Others present were:

Mr. Terry Wilkerson, Mrs. Lori Ragland, Mrs. Angie Kistner, Dr. Lisa Price, Mr. Chad Copple, Mrs. Vickie Schulte, Mrs. Kim Wilkerson, Mrs. Andrea Banach, Mr. Donnie Millenbine, Mrs. Gabby Farner, Mr. Henry "Buster" Leeck, Mr. John Gulley and Mrs. Cathy DeJarnette

A COPY OF ALL HANDOUTS AND SLIDES ARE AVAILABLE IN THE PRESIDENT'S OFFICE

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TITLE III CLOSEOUT REPORT

Mrs. Kim Wilkerson, Dean of Allied Health and recent Project Manager for Title III, gave a 5 year closeout report for the Title III Grant. Kim reviewed all the courses, equipment, services and space that Title III funding provided to the institution. She noted an 18-23% increase in successful completion of the nursing program since the inception of Title III. The grant provided the institution with approximately \$2.2 million dollars in funding. This funding allowed the college to develop several programs, offer a tutoring lab, computer lab, remodel an A & P lab, equip distance learning rooms, cover some personnel payroll, among many other things. The institution is required to sit out for one year and then Kim plans to write again for the grant.

INSTRUCTIONAL UPDATES ALLIED HEALTH

Mrs. Kim Wilkerson also gave a review of the Allied Health Department. She reported that the nursing program is now fully staffed with the two new faculty that started in October. The program accepted 60 students this fall. She is looking at the possibility of 2 admissions with 40 students per semester in the future. The program is also working on the ACEN accreditation.

Mrs. Wilkerson also reported that the HIT Program is still in need of a Director. Statewide ads have been ran with little interest.

INSTRUCTIONAL UPDATES MATH & SCIENCES

Mrs. Andrea Banach, Dean of Math & Sciences gave an update on the department. She reviewed staff numbers and credentials along with programs of study within the division. She noted that during the state budget crisis the last several years, the division did several things to try and tighten down including – re-evaluating course offerings, updating books, and combining traditional and online classes with use of the Math Lab Coordinator.

Mrs. Banach also discussed Transitional Math and

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the state mandate requiring changes in high school which will affect us. The mandate requires that all high schools implement one of 3 pathway math course by 2020-2021. Those pathways are – STEM, Quantitative Literacy/Statistics, or Technical Math. The impact at the college level will probably be the need for less remedial math and more of a focus on math lab offerings.

INSTRUCTIONAL UPDATES LIBERAL ARTS

Mr. Henry “Buster” Leeck gave an update on the Liberal Arts Department. He reviewed staff numbers and credentials along with program of study within the division. The division has 20 less employees than two years ago. The most savings within the department has come from increased class size through combining courses. He discussed auxiliary services, writing center and communications lab, and explained that those services are voluntary and although used, probably not used enough by those students who need the most help. He also discussed college preparatory and changes that are being implemented there.

Mr. Leeck also discussed The Higher Learning Commission’s Persistence and Completion Academy, which he is the team lead for, and the changes that are being implemented there. The academy currently serves a cohort of at risk students with academic coaching sessions, etc.; however the academy is moving their focus more towards providing services students need to be successful. He is planning a big push at Spring In-Service to get campus involved. He added that at the state level and nationally Rend Lake College has great completion numbers, which makes it harder to improve, but that is the ultimate goal.

INSTRUCTIONAL UPDATES APPLIED SCIENCE

Mrs. Gabby Farner, Dean of Applied Science, gave an update on the Applied Science and Advanced Technology division. She shared recent accomplishments of faculty within the division as well as several current initiatives including growing the

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apprenticeship programs, expansion of machining classes, promoting industry involvement and recruitment.

There was also conversation about the Agriculture Program and the impact that could be seen by another local community college starting an Agriculture in Education program of their own. Our faculty is being encouraged to recruit and engage more with our local high schools. Chairman Rubenacker encouraged pushing to stay the top agriculture program in the area.

INSTRUCTIONAL UPDATES DUAL CREDIT & STRATEGIC PLANNING

Mrs. Lori Ragland, Vice President of Instruction, gave an overall instructional update. She reviewed the 2016 – 2018 Quality Initiatives for Continuous Improvement, which are Consistency, Accountability and Transparency, and discussed efforts to improve in those areas. One effort is the addition of Canvas as our learning management system in which all faculty will be required to track attendance. Another initiative is professional development, to which the institution has funding an account with \$45,000 to be used by faculty. Mrs. Ragland also discussed plans to combat high school declining enrollment trends and plans to reduce the need for developmental education.

Mrs. Ragland shared the plan for upcoming dual credit changes effective Fall 2019 including the fee restructuring. She also explained the institutions strategic planning process and shared the annual planning and decision making cycle.

INSTITUTIONAL UPDATES ENROLLMENT SERVICES

Mrs. Vickie Schulte, Director of Enrollment Services, updated the board on her area. She provided information and discussed the major differences between community college versus university and the added benefits to starting out at a two year institution. She outlined useful information that could help to

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provide answers to questions often asked by community members on transfer credits, academic quality, class size, and cost.

Mrs. Shulte also discussed headcount and enrollment numbers as well as recruitment efforts that enrollment services has been working on. There has also been a push in retention efforts and early alerts. She discussed the recent changes to the process for dropping students for non-payment and how different departments have come together in an effort to reach more students before dropping.

INSTITUTIONAL UPDATES STUDENT SERVICES

Dr. Lisa Price, Vice President of Student Services, gave a presentation on the Three R's – Recruitment, Retention and Relationships. She discussed the importance of connecting with students whether it be through events, t-shirts, hot dogs, etc. She reported that through her recent Doctorate degree studies she found that students at community colleges don't feel like they belong, which often leads to stopping out. She listed several ways that Rend Lake College tries to prevent that from happening – Fun Fest, First Year Experience, Tutoring, Welcome Week, etc. She also discussed the importance of building relationships with potential students from the children that attend our Children's Center to high school students, to community members.

INSTITUTIONAL UPDATES MARKETING/ COMMUNICATIONS & IT

Mr. Chad Copple, Dean of Communications and Marketing gave an update on marketing, public information and the information technology department. He discussed the marketing mix and how there is very little print marketing, which has been a savings in not running help wanted ads. He provided statistics on website usage and mentioned the need to freshen up the site in the near future. He also highlighted the addition of the RLC Achieves page to the website and the information available there – dashboard data, fact book, CCSSE results,

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RAMP document, etc. Mr. Copple told the trustees about several marketing department projects that happened over the last year including the 50th anniversary, time capsule burial, search for science rock hunt with the US Army corps of Engineers, and the social media warrior's team. The social media warrior's team is a group of students who have been given access to college social media platforms so they can cover college events and boost awareness among their peers.

Mr. Copple discussed the Information Technology Department and projects that they have going on. He discussed the implementation of a new learning management system, Canvas, Power Campus upgrades, expansion to our bandwidth, and the implantation of the zoom room.

INSTITUTIONAL UPDATES FINANCIALS

Mrs. Angie Kistner, Vice President of Finance and Administration, updated trustees on the financial state of the institution. She reviewed FY 18 Operating Revenues. The college was \$784,000 under budget. A pie chart was provided to show the FY 18 Sources of Funds. She pointed out that 70% of funding comes from enrollment and it is important to continue to work towards more students. She also discussed the decrease in state sources of funding over the last 4 years and what the institution has done to maintain a strong financial position without those funds. One of which was to decrease tuition waivers. Cabinet as a whole made a decision to cut \$1 million in waivers across campus. Mrs. Kistner finished by saying that the college is in a strong financial position and ready to continue to work hard to better our students and our community.

INSTITUTIONAL UPDATES CONSTRUCTION & RENOVATION PROJECTS

Mr. Donnie Millenbine, Director of Physical Plant, provided information on several renovation projects which have been completed across campus over the

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last year. Several bathroom facilities have been renovated across campus and more are on the schedule. A PHS Levy project replaced the roof on the administration building over the summer as well as replaced several gutters across campus. In-house, the maintenance department built the baseball team a full room of lockers at The Rec. This project was funded by fundraising by the baseball team. Mr. Millenbine also reported on several small projects that were completed or are on-going including renovations to office space in the administration building, the administration conference room, resealing and restriping the campus parking lots as well as MarketPlace and outdoor painting of the gym and student center windows and door frames.

Mr. Millenbine also discussed the work that his department continues to do with Southeastern Illinois College. He has employees that go to their campus once per week and help with projects.

PRESIDENT'S UPDATES

President Wilkerson provided the board with information on college employees by county, to include all full-time and part-time administration, faculty and staff. He also provided a copy of the results of the recent Citizen Trustee Survey that the Association of Community College Trustees (ACCT) put out.

He also informed the board that the golf store has sold approximately \$315,000 in merchandise since July 1 when the closeout sale began. He believes that at least half of what is left will be sold before the store closes. He stated that there are a few options being investigated for use of the space moving forward. One is for a possible manufacturing area, office space and retail front for the talent pipeline grant. Another is a possible restaurant. He recently met with a potential client to look at the space and is waiting to hear back.

Mr. Wilkerson also shared with the trustees a copy of the Higher Learning Commission (HLC) final report.

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The institution received positive results with one note of recommended change in Core Component 1.C – The institution understands the relationship between its mission and the diversity of society. This item received a rating of “Met with Concerns”. This requires the institution to submit an Interim Report addressing its role in a multicultural society. The college will continue on the Open Pathway. Mr. Wilkerson thanked the trustees for their involvement in the recent HLC visit and also thanked those employees who put so much time and effort into writing the report as well as the federal compliance. The report will now go to the HLC Commission for approval in early December. Once that is announced Mr. Wilkerson plans to make a campus wide announcement and to plan a celebration activity/event.

**BOARD CHAIR
COMMENTS**

Board Chair, Randy Rubenacker, thanked everyone for their time and presentations to the board. He said that the board finds value in the updates and appreciates all the hard work and dedication that Terry and his team provide to the college and advised the group to remain vigilant.

ADJOURNMENT

There being no other business, Mr. Kabat made a motion at 2:16 PM to adjourn, seconded by Mr. Dorris, all trustees present voiced aye in favor of adjourning.

Chairman

Secretary