

**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT 525
1215 HOUBOLT ROAD
JOLIET, IL
BOARD ROOM
BOARD OF TRUSTEES WORKSHOP MEETING
SUMMARY NOTES
April 24, 2019**

Chairman Wunderlich called the meeting to order at 6:00 p.m.

Board of Trustees Present: Maureen Broderick
 Nancy Garcia
 Jake Mahalik
 Dan O'Connell
 Mike O'Connell
 Bob Wunderlich
 Shalma Marin (Student Trustee)

Trustee Absent: Alicia Morales

Chair Wunderlich welcomed everyone to the workshop meeting.

Review of Summary Notes

The workshop notes were reviewed with no comments made.

2.1.1 Intergovernmental Cooperation Agreement, Redistribution of the Dresden Nuclear Generating Station Annual Credit Trigger Amounts

Grundy County Clerk and Treasurer have said that they can no longer honor the current Annual Credit Trigger amounts per the Dresden Nuclear Power Station Tax Agreement at the individual taxing body level and will handle any tax levy adjustments proportionally. Since this is expected to cause some taxing bodies to receive more than the Annual Credit Trigger amount, and some to receive less, the taxing bodies have proposed approving an intergovernmental agreement that will redistribute property taxes based on the Tax Agreement. This would be beneficial to JJC, as we would be receiving a short fall under the new system. Whit Law will oversee the distributions back to the taxing bodies receiving shortfalls.

2.1.2 Third Amended Dresden Power Station Real Property Tax Assessment Settlement Agreement

Mr. Heap gave an overview of the proposed three-year tax extension of the Dresden Nuclear Power Station Real Property Tax Assessment Settlement Agreement. This agreement expires this year and it is very favorable for the college to extend the agreement for three years. All other taxing bodies are in agreement.

2.1.3 Intergovernmental Cooperation Agreement Creating the Dresden Nuclear Generating Station Taxing Bodies Consortium

As part of the Tax Settlement Agreement with the Dresden Power Station, a new intergovernmental agreement between the Taxing bodies is required as it relates to that proposed agreement.

2.2 Compliance Officer

Dr. Tracy Morris, our new Compliance Officer, gave a brief compliance overview as follows: importance of compliance; compliance at JJC; compliance officer roles; what has been accomplished this past six months and the future vision that includes the development of an Institutional Compliance Plan.

2.3 ERP Modernization Initiative

Mr. Jim Serr indicated that the Enterprise Resource Planning Modernization recommendation would be brought to the board for approval at the June meeting. After meeting with President's Cabinet, it was decided that we still need additional time to complete our due diligence. This will enable us to bring the final recommendation to the Board as inclusive as possible. We have received a contract for our program manager, which will be reviewed internally and by our attorney. It is anticipated that this person will start employment in the middle of May so that ramp-up information can be completed before the final selection.

2.4 Enrollment Report/Job Placement for CTE Programs

President Mitchell indicated that Dr. Fletcher would be presenting an overview on the enrollment and on the employment and job placement as related to CTE programs. Dr. Fletcher gave the following power point presentation: Current enrollment trends (spring 2019); statewide enrollment trends; headcount; headcount vs. Illinois Community College Peers; surrounding states comparison; employment trends; current enrollment assessment; program expansion in areas such as medical assisting and rad tech. We would like to investigate the feasibility of evening cohorts for high performing programs. We are aiming for an increase of 3,000 credit hours. Trustee Broderick asked if we were tracking students leaving the state for four-year colleges. Dr. Fletcher stated that the statistics on the slide are not JJC students so we cannot track them. Trustee Broderick asked if we track our JJC Students. Dr. Fletcher indicated he would be discussing this later in this presentation. Trustee Mahalik asked if when we make the statement that JJC students are working more than our community college peers, is this fact or just a guess on our part. Dr. Fletcher stated that we have to benchmark and we look at national cohorts. It is a survey of student engagement so we can see how we compare to similar community colleges across the nation as well as our peers.

Dr. Fletcher continued his power point as follows: CTE Placement: Automotive Service Technology placement, 67% full-time work, 87% pass rate on ASE exams and 100% have at least one ASE certification by graduation. May 2018 graduate placement stats: 44 completers, 5 transfers, 92% of the remainder students are confirmed employed – 36 full-time, 56 part-time and 8% employment status unknown; reviewed known AAS grads employers at a rate of \$15 - \$25 per hour; and auto transfer graduate employers at a rate of \$65,000 to \$73,000 annually. Other Tech placement info for May 2018 grads: Mechanical production – 100% placement with starting pay of \$20.84. AGRI placement data for May 2018 and trend data was also reviewed. Culinary Arts 2018 Graduation Placement and Employment was reviewed. Nursing program employment data was reviewed noting that 75% graduates are employed in district and 25% are employed out to district. Hourly salary ranges are \$23.58 - \$51.73 with an average of \$29.84 per hour. The types of employment for nursing student graduates was highlighted. The diagnostic medical ultrasound has enjoyed 100% job placement for the last four years. Health information management technology has a 71% employment rate. Emergency medical services has placement rates as follows: paramedics 75% and EMT 54% but usually students continue on to paramedic or fire science courses. It was noted that to date, every municipal fire department in our district has hired JJC graduates. Radiography enjoys an 88% placement rate. Student success stories were shared with the Board. Trustee Broderick asked if we develop

relationships with the hotels under our culinary arts program. Dr. Fletcher indicated that we do cultivate those relationships.

2.5 SEM 2.0 and Title III

President Mitchell indicated that Dr. Farmer would be making the next presentation. Dr. Farmer thanked the Board for the opportunity to update them on this area of the college. Dr. Farmer gave the following power point presentation: SEM Plan momentum 2020; Title III Grant: guided academic pathways; 4 Pillars of guided pathways; common features of a guided pathway college; Enrollment trends and a new initiative entitled Summer Melt; redesigning enrollment and onboarding processes; streamlining student processes; redesigning orientation and academic advising; building a holistic intervention model; supporting college completion; shared SEM data targets and three-year trends. Dr. Farmer introduced Dr. Bob Morris our Dean, Enrollment Management and indicated that they will be working together to give the Board a monthly enrollment report and will be looking for feedback on the report. Trustee Garcia commented that the power of engaging family is super important and asked if we currently have staff members that speak multiple languages to further enhance the engaging family initiative. Dr. Farmer commented that we do, and we are very committed to continuing our search to increase staff members that speak different languages. We do have a language bank here at the college to serve our students better; if we have a student that speaks Polish, we can go to the bank for staff members who speak Polish, so that we can then better serve the student. Trustee Broderick asked if we have ever considered having students from the high schools give us feedback on what information they would like to see us provide to them. It was indicated that we would definitely look into this suggestion, perhaps as a student advisory committee.

2.6 Communications and Marketing Update

President Mitchell requested that Ms. Kelly Rohder-Tonelli come to the podium to address the Board. Ms. Rohder-Tonelli indicated that she would be giving an update to the Board this evening on the happenings in the communication and marketing division. The power point consisted of: how communications and marketing supports the institutional priorities; strengthening digital tools--closing the loop utilizing media and communication tools; new Hispanic marketing initiatives for FY20; and increasing community awareness and engagement methods. Future initiatives include student ambassadors. The State of the College event attendance has increased by 25% over the last three years. The Board has a folder with additional supporting information further outlining the enrollment communication campaign and initiatives. Trustee Broderick commented that the Board members are also ambassadors and would like to receive information as it becomes available. Recently, there was information that was given to the Board on a couple of sheets of paper, with good solid facts about JJC and that has been very helpful. Trustee Mahalik indicated that he would love to see President Mitchell use social media a bit more and wondered if there was a way we can have her check in when she goes places. Dr. Mitchell is a wonderful President and appears to be everywhere and it would be great to see her as she moves throughout the community. Trustee Broderick asked Trustee Mahalik if he followed President Mitchell on Instagram. President Mitchell attends many community events and puts in untold amounts of time and the community might enjoy following her. Trustee Mahalik stated that the google ads were a great method to use because it reaches so many individuals and has an amazing tracking device with so much data available. Trustee Broderick inquired if we need to increase dollars to the marketing budget to help facilitate the use of social media. Trustee Mahalik stated that he feels we are fine at the current time, but as we track with the tools talked about this evening, if we find something that is working well, we could consider additional money if needed at that time. Ms. Rohder-Tonelli commented that even if you do not have an Instagram account you can go to

our web site to Dr. Mitchell's page and there is an Instagram link. Trustee Broderick suggested that perhaps we could put information about events at JJC on our local cable TV Channel 6.

2.7 Budget Update

President Mitchell asked that Mr. Rob Galick come to the podium to for the final presentation this evening on our FY 20 Budget. Mr. Galick commented that he would be reviewing the budget projections for revenue and expenses as well as highlighting certain areas of the budget. Mr. Galick continued with a power point, which consisted of the following: revenue projections for property taxes, tuition and fees; state credit hour revenue; operating funds revenue; and fiscal operating fund revenues. Mr. Galick further reviewed expenditure projection as follows: personnel, benefits, supplies, operating fund contingencies; capital outlay; budgeted new positions; operating fund expenses; fiscal year operating fund expenses depicted in graph form; operating fund summary; initiatives funding plan; budget facts and budget timeline. Trustee Garcia asked if Mr. Galick could explain what ERP means. Mr. Galick indicated that it stands for Enterprise Resource Planning, which is basically the college computer system infrastructure. Trustee Mahalik indicated that it was stated that property taxes of 3.4% is an increase over the previous year, correct. Mr. Galick stated that under operating revenues the increase is for CPI and new construction of property, which we are estimating to be 3.4%. Trustee Mahalik commented that the tax cap is at 5% and anything above that would be lost. Mr. Galick commented that was correct. Trustee Broderick asked what the increase would be on a home valued at \$300,000. Mr. Heap indicated that our tax rate this year would be about 29.5 cents. Trustee Broderick stated that Joliet Junior College represents approximately four percent of the taxes, while the K-12 schools represent the bulk of the tax bills

President Mitchell commented that she has two items this evening for the Board. Friday, May 17th is graduation. We will be hosting our first president's diversity inclusion council and community college partnership dinner on May 22 at 5:30 p.m. We need to have your RSVP because of limited seating. Trustee Broderick stated that it is important to attend the event if you RSVP as coming,

Trustee Broderick moved seconded by Trustee Mike O'Connell that the Board recess to a closed executive session at 7:05 p.m. under open meetings act:

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The motion carried unanimously. Ayes: Broderick, Garcia, Mahalik, Dan O'Connell, Mike O'Connell and Wunderlich. Student Trustee Marin favored the motion.

Trustee Mahalik moved, seconded by Trustee Garcia to return to regular session at 8:57 p.m. A voice vote was taken and carried unanimously.

Trustee Dan O'Connell moved seconded by Trustee Mahalik that the meeting adjourn at 8:58 p.m. A voice vote was taken and carried unanimously.