

**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT 525
1215 HOUBOLT ROAD
JOLIET, IL
U AUDITORIUM
BOARD OF TRUSTEES WORKSHOP MEETING
SUMMARY NOTES
April 28, 2021**

Chairman O’Connell called the meeting to order at 5:45 p.m. This meeting is being conducted pursuant to and in compliance with Governor Pritzker’s Executive Guidelines and applicable Executive Orders.

Board of Trustees Present: Maureen Broderick
 James Budzinski
 Nancy Garcia Guillen
 Michelle Lee
 Jake Mahalik
 Alicia Morales
 Dan O’Connell

Student Trustee Present David Lozano

Chairman O’Connell called the meeting to order and congratulated everyone.

Review of Summary Notes

The workshop notes were reviewed with no comments made.

2.1 Language Accessibility

Dr. Mitchell invited Mr. Jim Serr to the podium to provide the board with an update on accessibility with our board meetings. Mr. Serr congratulated the new board of trustee members and Chairman O’Connell. Mr. Serr discussed what we are doing today for accessibility and how we can enhance accessibility as we go forward. Today, our board meetings are supported both virtually and on campus, beginning with the start of the pandemic, the April board meeting last year. We currently utilize Microsoft Teams technology and provide a call-in number for the public. We also provide a separate Microsoft Teams live link. Viewers can select closed captioning in 7 different languages. We also are providing an American Sign Language interpreter at a cost of \$40 per hour. The interpreter is seated in front of our live stream camera, visible to the public. We are utilizing certified interpreters, internal to the college. We have an option to use an outside interpreter, comes with a higher cost, somewhere in the range of \$55-\$60 per hour. We have 10 certified ASL interpreters currently at the college, supporting a wide range of events. Trustee Broderick asked if we have a minimum number of hours that we have to provide for them. Mr. Serr responded that the board meetings on average are about 2 hours, \$40 per hour. They are internal to JJC so there’s not a minimum associated with this. Mr. Serr provided a slide showing what the live event translation and closed captioning looks like. BOT meetings are recorded, post-produced and uploaded to the

college's YouTube page, on demand viewing of any of the board meetings. Closed captioning available as well. BOT agendas are posted in both English and Spanish. We are doing social media posts encouraging meeting attendance and can be translated in 111 languages. Ms. Kelly Rohder-Tonelli indicated the posts we share reach upwards between 900-1100 folks for each post; we will continue to do that. We would like to get at least 6-12 months of data and information to see how it looks and if we need to make any modifications to our current outreach strategy. Ms. Rohder-Tonelli explained how our search engine works in order to find our Board of Trustees page. Mr. Serr indicated that upon request from the board, we have explored an additional option of live translation & close caption in Spanish. He explained how the process would work thru a company called ACS. Cost of this service would be approximately \$390 per meeting, for a two-hour meeting. Mr. Serr presented his final slides showing what this would look like and a summary review of the costs, both budgeted and non-budgeted. Trustee Garcia Guillen inquired if we are talking about interpretation or translation, referring to the live translation slide. Mr. Serr indicated both. Trustee Garcia Guillen inquired if Mr. Serr is specifically focusing on translation for this slide. Mr. Serr explained it is interpretation, the live operator is viewing the meeting, listening and interpreting what is being said. Trustee Broderick asked if this will be live stream rather than later stream, Mr. Serr confirmed this is correct. Trustee Garcia Guillen indicated that not only should the board meetings be accessible, but also making sure that all communications that the college provides are available in multiple languages. Trustee Morales indicated that Trustee Garcia Guillen asked about the cost and Mr. Serr confirmed it is for both, translation and interpretation. Trustee Morales stated this is actually a very good deal if it is including both. It's not an expense but an investment, considering that Spanish is the second formal language. Trustee Mahalik inquired what was budgeted for this, since with extra meetings it is going to be a little bit more. Mr. Serr indicated we have three or four extra meetings. Trustee Morales indicated it is under \$10,000. Mr. Serr indicated the special meetings are a shorter meeting, not a two-hour meeting, maybe cut that down to \$200 instead of \$390 per meeting. \$6 or \$7,000 tops, still less than \$10,000. Dr. Mitchell indicated the workshops are not televised, these are not included. Mr. Serr indicated we can allocate funds if needed within the current college budget, especially at the board's direction. Trustee Morales confirmed that Mr. Serr indicated the ASL sign language was an internal versus external. Trustee Morales asked if this is somebody that is already on staff. Mr. Serr stated that we have 10 people that are certified ASL interpreters. Trustee Morales asked if we are paying them a separate 1099 for this. Mr. Serr indicated his assumption is that it is probably overtime but doesn't know the classification of employees. This particular service is budgeted within the appropriate departments on an annual basis. Trustee Garcia Guillen asked that since our ASL interpreters are internal, do we have any staff members that are certified to be interpreters in Spanish or other major languages that we can use from our internal database. Mr. Serr stated this is a good question, but doesn't have the answer for that, but will follow up on this. Trustee Garcia Guillen stated additional money would be given to them. Trustee Morales indicated this is a great investment. Dr. Mitchell confirmed that the board is approving moving forward with the additional \$4,290 plus or minus.

2.2 Cannabis Programs at JJC

Dr. Mitchell invited Dr. Gray to the podium and identified Dr. Gray's and Mr. Serr's positions for the new board members. Dr. Gray welcomed and congratulated Chairman O'Connell, Trustee Broderick and the new trustees. Dr. Gray stated that before cannabis became legal in Illinois, JJC was already working on how we fit into this industry. Dr. Gray stated she would like review what has been going on in the past, what we are working on now, comparing other programs in Illinois, and our future plans. JJC has partnered with Cresco Labs, one of the biggest companies in the cannabis industry. It is a Chicago based company with several locations. They have three growing facilities in Illinois, one of them in Joliet. Our horticulture department had started working with them about how we could introduce this education into our horticulture programs. Last year ICCB put out a pilot program and asked for schools to apply. JJC was interested in this, but when we looked into the details of it, we ended up not applying for the pilot program because it required us to grow cannabis on campus. We had to have a dedicated greenhouse with security features and it would have been cost prohibitive. Adding a section on to our greenhouse would have cost \$1.2 million plus another \$30,000 for the security that is needed. To add another greenhouse that would be separate was over \$4,000,000 plus a \$30,000 first security. Cresco Labs has been a great partner for us. They've provided guidance, they have been our unofficial advisory board and are working with us to make sure that we are providing graduates that can meet their needs; we are doing that in horticulture. About a year ago, Dr. Mitchell met Bryce Yancy who is local to Joliet and starting a company called Jade Cannabis. He has been waiting a year and a half for his license, but we continue to meet with him. Amy Murphy, in our Continuing Ed and Workforce Development side of the house has met with him as well; we have another meeting set up with him in May. Dr. Gray reviewed the courses that we provide in our greenhouse operations program and what Cresco Labs needs in our graduates. On the non-credit side we are offering the dispensary agent training and certification program. This is a 14 hour course that allows the students to sit for the certification for the dispensary agent in Illinois. Dr. Gray stated some companies are not requiring this certification but it is something that can help our students stand out a little bit more than other applicants. Dr. Gray reviewed the sessions we have had so far. The virtual mode may be affecting our participation. Dr. Gray indicated that as a follow up to prior conversation, she did a price comparison with other schools that are offering this same course. We offer in partnership with Illinois Equity Staffing. We are beating other schools in the price category substantially and reviewed what other schools are offering along with their costs. Our offerings are similar to the other schools other than the growing side. When starting a new program, we always do market surveys and look at what job opportunities are out there. As of Monday, in Will County there were 23 job opportunities that were related to cannabis. Dr. Gray reviewed the jobs that were available, highlighting four that require some type of formalized education, two of which require education in the growing process. We are one of the very few that are focusing on the growing. Dr. Gray reviewed the future plans. Our Agriculture Department applied for a hemp production license thru the Illinois Department of Agriculture. This allows us to grow hemp in all of its forms, so we can grow CBD, not just cannabis. The cost is about \$1,100 for a three-year license. Hemp is very similar to cannabis. Same species,

but doesn't have the THC, which allows us to teach what employers are looking for without have a greenhouse, the security measure and students under 21. We just received our license. We continue to work Illinois Equity Staffing to expand our non-credit offerings. Dr. Gray stated she has connected with Stockton University in New Jersey on their Cannabis and Hemp Research initiative. They have invited her to join their training programs to get more information about expanding education and opportunities in this industry. Trustee Broderick stated when she was at the ICCTA meeting and they had announced the cannabis, there is a company in Springfield, it is like the center of the whole thing that regulates everything. They shared with the community colleges that the cost factor would be so prohibitive to any of us looking at expanding ourselves and being dedicated to that . The security was outrageous, they showed us the \$1,000,000 that we would have to put into it. Trustee Broderick would be surprised if Oakton didn't pass, thinking JJC is going to be more into the study of it. Dr. Gray indicated that they did get a big donation to get started, but the donation is not as big as what the cost is going to be. Dr. Gray stated we have to keep in mind charging students to come to school, spend the time, the energy and pay the money when it is something they could get without that. We have to look at the pros and the cons. Trustee Broderick inquired if Dr. Gray knows the company she is talking about in Springfield. Trustee Broderick asked Dr. Mitchell if she was at the presentation. Dr. Mitchell indicated she was, they gave little cards. Trustee Broderick stated they were talking about the regulation and what we were going to be allowed to do. They seemed like they had hands on knowledge. Springfield had a good handle on the ins and outs and everything that the schools could do and they were giving us verbatim of what we could do. Dr. Mitchell stated she could pull the presentation, Trustee Broderick asked that this be given to Dr. Gray. Trustee Broderick thinks this would helpful so we know what our limitations and restrictions are as they shared with us. It gave us a better insight of what our abilities as a community college could be. Illinois knows what we are in for (vs Stockton) for our whole taxation and everything going on governmentally locally for us to be involved with it. Dr. Gray stated it reminded her at one time she wanted to start an MRI program, but an MRI machine is like \$4,000,000 for a certificate program. Trustee Broderick stated there are a lot of laws that are out there that keep developing too from what we see in our list of priorities of what we see of things that circulate when we meet at our meetings. It is a concern as a trustee to know what the laws are that we don't do anything to get ourselves into trouble. Trustee Morales stated she knows there are a lot of cost prohibitive factors on the retail side of this and she understands that, so there are two things that she would like to mention. Trustee Morales stated that Dr. Gray mentioned an MRI machine, she would totally invest \$4,000,000. It's an investment, because it is a high demand, you're going to get students in that field, and we're going to give them the skills to get out and work at Silver Cross, St. Joe's, Edward, all the local hospitals. Trustee Morales would rather put \$4,000,000 in a machine than in a capital project, bridge or something. It's just the building, but a machine is definitely an investment. Yes, it's important but let's look at the outcome of what that investment is going to bring to our community and to the students. As far as the cannabis, what Trustee Morales hears a lot in the community is, can we? Trustee Morales indicated she would like us to do more with offering, providing workshops on weekends, evenings to small businesses that want to open up like

this gentleman that's been waiting for a year for his license. Why is it only one person? We should have 100 people waiting in line. This is a new business, it's going to be lucrative. It's a new industry. We used to have the steel mill, we used to have Caterpillar. What do we have now? We need this industry. Trustee Morales asked if we can start looking at offering more workshops to local businesses to teach them how to start up in this industry, how to put a bid together, how to apply? There's a lot of those skills that people don't know how to do. Trustee Morales thinks as a community college, that's something that we are responsible to assist and partner with local small business entrepreneurs in providing them with that skill set. Dr. Gray indicated she thinks there is a way to do it. We did look at using our small business development center, but is grant funded and so when we looked into the grant, they would not allow us to work with any cannabis related industries, no cannabis stores, no other schools and the students of course, had to be 21. Dr. Gray indicated it is something we can look at, was hoping we could do it through there and she thinks it is a great idea. Sometimes we have to figure out how to work our way around it. Trustee Morales stated we have other money, another budget. We could do a line item and put the money there, we can do that. We're financially in a position where we can. It doesn't come from a grant. Trustee Morales thinks where there's a will there's a way and she would encourage Dr. Gray and Dr. Mitchell to look for opportunities to find that, don't let the money hold us back because right now all we have in Joliet are the warehouses. We need something better than that. Trustee Mahalik asked Attorney Carl Buck if he had something to add as she saw his hand up. Attorney Buck indicated it was in relation to Trustee Morales' comment about business initiatives and entrepreneurs and so forth. As Dr. Gray talked about, there is still a break between the federal and state recognition of legal cannabis, adult use cannabis. That's number one, but number two, even within the state of Illinois, to apply for those licenses, that is still controlled by the state and issued by the state police district. Even that process in and of itself is prohibitive. In terms of the training, serving that industry is the area right now to get into. To get into the industry, knowing this from the licensing side of it, when they initially issued the first 28 dispensary licenses, they had over 2700 applications, and they authorized 28. It's not going to be an entrepreneurial business because of state regulation for a little while. So serving the industry by the programs they're talking about is probably going to be the best use of our money right now, and that has nothing to do with wanting to do it or anything else. It's just we're tied to those rules and regulations, whether it's funding or whether it's even been able to encourage somebody to go into that business, they can't get into it right now. Trustee Mahalik stated he has heard this, it's extremely pricey to get a license too. Attorney Buck replied that he doesn't know what the total budget would be for somebody that said I'm going to embark on this process of getting a license. But it would be several \$100,000. Dr. Gray indicated we have a contact at the state which we reached out to and they are very behind due to the pandemic, but they are anticipating sending out 75 licenses in the next few months, not accepting any more this year. Trustee Broderick inquired if this was anything Dr. Gray would bring to the foundation, when talking about money situation. Trustee Broderick is bringing this up as she sees the foundation executive director in the audience. Dr. Mitchell stated she and Dr. Gray can go back to the team and talk about what the training workshops would look like and what the courses look like.

The institution has funds available. The foundation has been extremely generous over the last year and a half, not to say that wouldn't support us. Dr. Mitchell will get a plan in place and then come back to the board. Trustee Broderick agrees with this and stated the foundation has always been phenomenal, especially during the pandemic. Trustee Broderick thinks the foundation would want to know about and understand about it, not hear about it second hand. Let them have the option, not that we want them to do anything, but at least hear it. If they know about it, because they are part of us, it would be nice. Chairman O'Connell stated to let them work that out and the board's interest in this subject is very impressive.

2.3 Benefits Analysis and Performance

Dr. Mitchell invited Dr. Nicole Whitehead, our Chief Human Resources Officer to the podium and she'll introduce our guest this evening. Dr. Whitehead congratulated and welcomed our new board members and congratulated our current board members. Dr. Whitehead stated she has the pleasure of partnering with Gallagher and our Office of Financial Affairs to work through and present our insurance and benefits information. Dr. Whitehead introduced David Tori. He's our area Senior Vice President for Gallagher. Mr. Tori thanked and congratulated all the new members. Mr. Tori stated we will be concentrating on renewing our self-funded plans, our medical plan, prescription drugs and stop loss, these drive the majority of the costs in those medical plans as well as our HMO, as well as our dental, which is a self-funded plan that is renewing this year as well. Mr. Tori stated as part of the process, we did take a look, in this odd time, in terms of where we're at and how we are most competitive. Mr. Tori indicated that with self-funded plans, the claims always drive those. Taking a look at our networks, making sure we had the most competitive structure to pay those claims. Blue Cross Blue Shield, our current carrier came out on top in that analysis with the networks' discounts. Mr. Tori reviewed network utilization and the discounts. Very competitive in terms of where we're at with our networks in what we pay for our claims files. Stop loss was also reviewed, another major piece of the puzzle when it comes to self-funding. The renewal with Symetra is down to only a 6.4% increase in a marketplace that tends to run high teens to 20% in terms of that leverage average trend increase for stop loss coverage. Mr. Tori stated they went out to the marketplace and got a number of carriers to look at that. Some declined as they were not going to be competitive. Those that did quote, only one was competitive. A slight \$2000 savings over Symetra, moving that stop loss, we would lose the relationship and the good history that we've had with Symetra. Mr. Tori reviewed the renewal highlights and stated with self-funded plans, leads to very favorable renewals. PPO, dental, as well as the vision has been extended for another year at the current budget so we won't need any increase. All good news on the benefit plans from a budget perspective. Mr. Tori reviewed the renewal recommendations and rate increases. PPO would stay at our current rates and recommended current contributions to employees. HMO, we have a light 1.7% increase, dental and vision remain at current rates and budgets for the next plan year, July 1 through June 2022. Not having to have any changes and keeping flat budgets is certainly a plus in this marketplace. Mr. Tori indicated in terms of premium changes, JJC is at the low end of the marketplace, as we're looking at a flat renewal at 0% versus where the rest of the increases fall, 5-6% is the average trend in the

marketplace. The last slide identified some of the things that we've done over the renewal history, over the last several years. Keeping PPO & HMO flat, from a budget standpoint saving the college that average 6% increase that we typically see in the marketplace year over year. There are a number of things that we put in place that will benchmark those plans every year, certainly looking at the pharmacy and what we've done with prescription and curving those trends. Our budget has some actuarial factors built in for the assumption on what will happen over this next year as we go into, hopefully, post pandemic. Trustee Broderick asked if we had an increase of people going from single to family or family to single? It doesn't tell how many were on the plan last year and what the plan is this year. When you look at an HMO, typically we have 55, far less than what we have on the PPO, but we're not going anywhere but zero. Did people change from the PPO to the HMO to incur that 1.7? That means more that should have been having things done medically that would have counted on this. If it's 55, it seems like it's a low number. Mr. Tori indicated with the HMO, we had a slight increase going back the year prior, this last year has been pretty flat at the 55 participants. The 1.7% is the inflationary increase. Trustee Broderick inquired if we know how many have been added on for the individual and the family, did we increase at all? Trustee Broderick stated knowing we have a large staff here, what do they get as an incentive not to go on our plan? That's always been the incentive to make sure that we have far less on the plan, it's more cost effective. But what do we pay out to our employees that don't take the plan and go with their spouse's plan? Dr. Whitehead stated that we currently don't discourage it, but it is something we can look at moving forward, more of a cultural shift. Trustee Broderick stated that with her insurance, if her husband has insurance, yet she wants him on hers, she has to pay a higher fee because he has a second one. Dr. Whitehead stated we don't have that here and would have to look at all those factors. It would really be a shift in how we structure the economics. Trustee Broderick inquired what is the deductible for family and single? Mr. Tori indicated it is \$1000 on the PPO individual and then the family is two times that. Trustee Broderick inquired how the deductible works for being met. Mr. Tori indicated that within the PPO, the deductible would be met first before the plan starts paying, HMO has co-pays. Trustee Broderick inquired what is our percentage of the premium that we pay and what percentage is the employee. Dr. Mitchell indicated Mr. Jeff Heap can answer this. Mr. Heap stated the formula is spelled out in the faculty contract and basically employees pay up to 8% of the premium. Trustee Morales inquired if this is what the staff pay and that it is on a bi-weekly basis. Mr. Heap confirmed this. Dr. Whitehead stated that she looked at the JJC budget and the biggest financial thing going on is the insurance plans and that Trustee Broderick has some valid questions and we should take a look at that 8% and possibly think about raising it or doing something with the numbers as Trustee Broderick stated. Trustee Mahalik stated this is across the board, all school districts, the biggest thing is personnel, 70-80% of the budget is personnel, 30% is everything else. Trustee Mahalik indicated we can't look at this yet, as it is a contract issue; we just renewed. Dr. Whitehead stated we don't want to change too much because we want to have good teachers. Mr. Heap stated it's an economic package, a combination of wages and benefits, need to look at it in total. Trustee Mahalik stated if we look at this competitively to see what other colleges are doing, we are pretty competitive. Trustee Broderick stated this is

more exploratory, we all are learning since we have two new board members. Opening up for everybody to see what's going on when we discuss these things. Dr. Whitehead stated to look at holistically, what our competitive package is for attracting talent and figure out our strategy for total compensation and rewards. Trustee Broderick further discussed insurance incentives and knowing what we have to offer. Dr. Mitchell stated that part-time employees and adjuncts are not offered insurance. Dr. Whitehead stated that we are challenging Gallagher to look at what is happening in the industry. Discussion continued on the advantages of being a self-funded plan versus a consortium and what affects the plan rates. Dr. Mitchell stated we have looked at consortiums in the past and sometimes those advantages are better for the smaller institutions because they don't have that negotiating power. Trustee Morales indicated that in order to attract talent and offer a competitive salary and great benefits, we also have expectations of this talent to work on enrollment. We give a lot and have to expect a lot in return. Even though enrollment is down all across the country, there are niches that we can look to continue to recruit and enroll and build our pipeline of new students. Trustee Morales indicated our employees are extremely lucky to have this as an option to work here and thinks we have a legitimate request when we ask people to become more creative and get out there and recruit and retain our students here at JJC. Dr. Whitehead agrees and stated from a performance perspective we are investing in the talent so that they can have the output that we want. Dr. Whitehead indicated it is important for employees to see the full cost and that we are benchmarking our total rewards package, in order to compete with others. Dr. Whitehead indicated she will be coming back to the board to approve the renewal at the May board meeting.

2.4 Enrollment Report

Dean Morris presented on the spring 2021 enrollment report. Dean Morris spoke about successes, a different way to look at enrollment, comparing not just this year versus last year, but fall versus spring, and then looking ahead, to both summer and to fall. Enrollment began rebounding in the spring semester from fall 2020, students are returning. Dean Morris indicated there are several reasons for this. The quality of our online product got better and students became more comfortable with that, our virtual recruiting efforts got better, more robust and frequent, speaking to different populations. We formed a high school advisory board for the first time made up of our counselors and they're offering us tremendous input on how we can meet their needs. Dean Morris indicated there are two different ways to look at the spring enrollment, spring to spring, which is the year over year comparison that we're required to report to the state or comparing spring to fall. Both semesters were in the heart of the pandemic, we compared the successes and the challenges. Dean Morris stated we are also getting some of our smaller populations back, reviewing the demographics increases. Dean Morris gave an overview of spring to spring, stating the demographic numbers were interesting and targeting the gap between full time vs part time, as this gap is significantly widening, citing reasons why. In terms of credit hours in the FTE's for spring vs spring, nationally, community colleges were down about 9.5%. In the state of Illinois, community colleges were down in FTE's and headcount approximately 14.7% and JJC was slightly better than the state average, down about 14% for spring. Dean Morris indicated that going forward, and to address Trustee Garcia Guillen's comments about

recruiting, he is in complete agreement, we need to be more strategic. Summer enrollment is up. Today we are up 5.3% in credit hours and we're up about 91 students in total headcount, but it's a difficult comparison, this summer vs last summer. Fall enrollment just opened up a week ago, there will be much more to talk about by the next report. Dean Morris stated there are interesting things happening and some great opportunities for our students. This past Saturday we had our second virtual Discover JJC, over 200 attendees. Dean Morris stated he can't speak highly enough of our foundation. We have the Scrap the Gap campaign which is providing \$100,000 for new students coming to JJC, we have the Foundation Completion Scholarship, \$150,000 for continuing students, we have the financial resources for the students. Dean Morris explained what is being done to improve the communication at all stages in the enrollment funnel. We are transitioning to Workday and are in phase one of Admissions & Recruiting that will go live in the fall. That will enable us to communicate much more proactively and strategically with those that have expressed interest in JJC. We have done enrollment mapping, looking at every piece of communication that a student receives from the time they click submit on the application to the time they're ready to enroll. We're analyzing and making it better. Our website has taken on a critical role, making changes for the website to do more and be easier for students. Changing the dynamic of our electronic resources, including our website, gives us a better chance to attract students to come to us. Dean Morris has been working with linking our non-credit programs to our credit programs. Workday is helping us do a more proactive and strategic job of recruiting our dual credit students. Dean Morris stated there will be another enrollment surge at community colleges, but it will not be soon. Enormous concerns over the gap year, FAFSA filings are down 9% across the country compared to this time last year. There is a growing population of students that are starting at four year schools, then life & goals change. We are looking at ways to transfer these students in to JJC. Dean Morris stated we are working strategically to attract students, it is a college wide effort, complimenting the partners who have been tremendous to work with. Trustee Morales stated she thought we already had an advisory board. Dean Morris indicated we know who our counselors are and have gathered with them on very formal breakfast occasions twice a year. We have a good relationship with them, but felt we were missing an opportunity to pull a few individuals together to just talk shop, asking them questions on what we can help with, opening lines of communication. Trustee Morales stated she likes the Advisory Board and would like to see every feeder high school get on this board and provide us information on how we can do more outreach with their students. Each high school has a percentage of students that are not going to graduate; they're going to be the early school leavers. Trustee Morales thinks that is a niche for JJC because no other school in the district can really help them, but that is what we are designed to do. Trustee Morales asked how we are doing with accelerated, maybe six week courses. Dean Morris indicated he doesn't have the specific enrollment numbers for the six week courses. He believes the breakdown is 15, 12, 10 and 8 and they are gaining in popularity for our current students and for attracting new and guest students, especially over the summer with our summer guest students. Dean Morris will try to get the specific number for those late start classes. Trustee Morales indicated she knows with all of the warehouse work jobs that are out there, students are working at these warehouses, a lot of

times working midnights, so they're really looking for flexibility in scheduling. COVID has forced us to offer a different platform and really lean more on the technology. Not only are they going to do the online and hybrid classes, but even as working adults, a lot of single parents are juggling work and family. Trustee Morales would like to offer more of the accelerated courses; the University of St. Francis offers for the working adults, a six week program for English and your gen eds. Trustee Morales thinks we would see an increase in our enrollment if we were more flexible in offering six week accelerated course offerings. Trustee Morales asked what specifically are we doing different other than the high school advisory board? How are we doing more outreach now that more people are getting vaccinated and more places are opening up? Are we having any in person outreach at local grocery stores or at churches? Having a presence there is really going to help us. If we are present in the community and we have people out going to do outreach, and not just admissions, everyone should be doing outreach at some point. Dean Morris stated there are not a lot of opportunities available to us right now but he thinks there will be coming up in the near future as far as our high school face to face visits. In terms of other community events, we still have not really gotten the green light to proceed much, but are anxiously awaiting those opportunities. Hoping we can be out there at summer festivals, civic organizations as soon as we can do so safely. Trustee Morales stated she will sit at Sam's Club every Sunday and help our enrollment, pushing out of the box ideas. We need a physical presence. As mentioned earlier, we offer great salaries and benefits, this is something that everyone, we could have faculty members out there, staff, professional. Everybody needs to take time to get out and do what they can to help enrollment. Dr. Mitchell called on Ms. Kelly Rohder-Tonelli, executive director of communications & marketing, she wanted to add in a couple of opportunities. We have an infrastructure now that is allowing us to push that innovation and how we do outreach. Ms. Rohder-Tonelli shared a few examples of how we have used community engagement opportunities to share information about the college. Trustee Broderick stated she received her copy of Connections and is concerned that she doesn't see anything regarding a comparison of a community college to a four college. Trustee Broderick stated that is something that would pull people to look at finances, especially the parents. Trustee Broderick is looking for something that tells her my kids should be going to JJC, doesn't see anything on scholarships. Parents know it is hard to apply for scholarships and grants, cost is the big thing. Trustee Broderick's and Trustee Morales' big worries are increased enrollment. Glad to see the donors and supporters, but wants to see hard core numbers, this is how we can save you money, these are the courses that we have and this is the transition we are making. If we have students that aren't returning, why aren't they returning? Are we making communication with them? Trustee Broderick stated there are a lot of people looking for jobs, especially the reverse transition people. Are there programs that in two years or less they could be gainfully employed? Trustee Broderick stated we need to come up with some more ingenious ideas to stimulate the population, especially the parents as they are the ones getting the loans. They also need to be able to understand FAFSA. We are constantly asking the legislators for more funds, we need to get more information into something like this (Connections). Ms. Rohder-Tonelli indicated the Connections magazine is a positioning piece for donors and alumni, and we share it with the Board and the

campus community. Everything that is being asked for is in the Fall Registration Guide, which every household in our seven county district gets three times a year. Trustee Broderick indicated we know that everybody is trying to have enrollment increases and she loves the report that shows us that we're increasing. Now that the pandemic is kind of coming to a changeover, we have to work on those that are out there. Trustee Broderick asked where we are checking, letting know that we have a gathering here and that we have a lot to offer. Ms. Rohder-Tonelli indicated that the piece has been totally redesigned and is directed towards parents, intentional in the design. Ms. Rohder-Tonelli thanked Trustee Broderick for her suggestions and she will consider them for Connections. Trustee Broderick stated she is impressed with all the advertising for JJC and hopes that we do stimulate enrollment. Trustee Mahalik stated that we are doing a great job with the digital and TV marketing, he sees the commercials at least five or six times a week. Trustee Mahalik indicated to Dean Morris that when the pandemic started, he heard U of I was not accepting transfer credits from community colleges and wondered if this was the case. Dean Morris stated not as a general rule, probably have specific programs with this that they require the coursework to be their own. Dean Morris has not heard this about gen ed or introductory courses. Trustee Broderick stated when she was at a ICCTA meeting, it was confirmed that U of I was not accepting community college transfers. Trustee Mahalik asked Dean Morris to look into this and let the trustees know. Trustee Morales would like a stack of the brochures for parents when they come into her office. Ms. Rohder-Tonelli will provide these along with both the English and Spanish versions of the Fast Facts. Trustee Broderick requested printed copies of the foldouts, in order to spread the word as ambassadors.

2.5 CARES Funding & Appropriate Use

Dr. Farmer congratulated the leadership of the board and welcomed the two new members. At a previous meeting, some board members questioned what the CARES and CRRSAA funding could be used for, such as the presidential search, help partners partnering with the business sector, etc. Dr. Farmer would like to provide the board members with some additional information on the CARES Act and share what we could utilize the funds for and what we have utilized the funds for, for the CARES Act and also for CRRSAA. There are two major legislations regarding higher education funding. The CARES Act and CRRSA are both very different and have very different guidelines. Upon receiving notice from the Federal Government that we would be receiving additional funding, we started thinking about the guiding principles and to really focus on investing in our students. Students were surveyed to know what type of support was needed in light of the pandemic. The number one priority for us was to support our students and provide them grants, money in hand for our students. Dr. Farmer stated there was a technical digital divide, so many of our students needed technology support, academic intervention and support, wanting to make sure the students had ongoing tutoring support, 24 hours, 7 days a week, mental health support and institutional operations. Dr. Farmer and her team developed the Student CARES Act Resource Committee. This committee meets bi-weekly and talks about the guidelines and regulations which change almost weekly. The committee also makes recommendations to the Cabinet, how to move forward to provide ongoing support for our students.

Dr. Farmer reviewed the parameters of the CARES Act: Higher Education Emergency Relief Funds, noting the biggest challenge was that it didn't involve our DACA students or international students and could only be given to students who were Title IV eligible and receiving financial aid. Dr. Farmer indicated they worked very closely with the foundation to promote inclusion and make sure that all students received some type of funding support in light of the pandemic. Dollars can't be used for any type of marketing or enrollment purposes or for students to use towards their tuition. Dr. Farmer reviewed the CARES Act: GEER (Governor's Education Emergency Relief), noting the dollar amount and the strict timeline. Once the college receives the funds, we have one year. As of April 20, 2021, the grant is 95% expended. Dr. Farmer provided examples of what type of support mechanisms JJC provided to the students in terms of GEER funding, along with the funding allocations. Dr. Farmer next presented on the CARES Act: Higher Education Emergency Relief Funds – Hispanic Serving Institution, highlighting the amount and the timeline; noting the different parameters of each grant. Dr. Farmer indicated most of the funds have been utilized, citing the different uses. Dr. Farmer provided information on CRRSA Act – HEERF II (Coronavirus Response and Relief Supplemental Appropriations Act), also highlighting the amount, the timeframe and the grant parameters. CRRSA included mental health, the students are not required to be Title IV eligible, but they have to demonstrate great exceptional financial need. We were able to award almost 4000 students some type of funding. Dr. Farmer stated that because we are at 25% and higher in terms of our Hispanic population, we did receive some additional money through CRRSAA. We will focus on strengthening support for our Spanish speaking students, hearing our students and providing the support that they need. Dr. Farmer invited Dr. Cecil Lucy to the podium to speak about the Institutional CARES Fund. Dr. Farmer indicated she focused on the student portion and Dr. Lucy will focus on the institution. Dr. Lucy echoed the congratulations to all. Dr. Lucy indicated that he and Dr. Farmer's efforts are coordinated and the priority is the success of our students. Dr. Lucy reviewed the amount, timeframe and parameters of the Institutional CARES Act. The Student CARES Act team was tasked by Dr. Mitchell to develop an infrastructure to promote innovation. The focus will be on the academic programmatic growth to better serve remote learning, secondly, to look at the academic programmatic growth to adapt to the changing occupational needs of our community and then third, looking at technological enhancements and fourth, to initiate initiatives to increase student enrollment. Dr. Lucy reviewed the four funding allocations, stating that we have a very coordinated effort to make sure that we are supporting student success, to make sure that we can level out operations, continue to operate and level off with enrollment. Trustee Broderick stated she checked with Jim Reed and we can't use any of these funds, these are all student related. We can't do anything for the presidential search or anything with the small business. Trustee Broderick was concerned if there were any loops that could be considered. There was nothing, they said otherwise we'd be under possible loss if we did use the funds the wrong way. Trustee Broderick thanked Dr. Farmer and Dr. Lucy for what they presented as we all needed to see that. Trustee Broderick stated that in her reports from the ICCTA, she has given what the billions and millions are, but nobody knows exactly what it's all used for. Trustee Morales asked if the Title IV restricts us from using any funding for outreach. Not

marketing, but community based organizations all over District 525, partnering with them. Having a staff member there to connect with people. Dr. Farmer stated this is considered enrollment, it is difficult because we are all trying to be very innovative. CRRSAA is slowly trying to loosen guidelines, but as of right now, that has not happened. We have to report monthly on how we are using the funds. Trustee Morales stated if we had financial staff at community based organizations helping students complete the FAFSA because that's very intimidating to complete. Dr. Farmer stated she and Dean Morris have been having these types of conversations and are looking forward to rolling out initiatives. Trustee Morales stated she gets requests for help to fill out FAFSA forms and hears that people call for help and no one answers the call. Dr. Farmer mentioned the Ambassadors Program and stated that moving forward there will be more staff at external events. Trustee Broderick asked if we used the CARE money to relieve the students of the fees for the summer courses since they were online (technology fees) and asked if we are going to do anything in the fall too? Dr. Mitchell indicated we already waived thru fall. Dr. Farmer asked Dean Morris to give a sneak preview of the parent initiative he is working on. Dean Morris stated, as we all know, the parents are influencers. Much of the traditional efforts have gone to bypass the parents and speak straight to the students. Part of the different approach that we have taken since the onset of the pandemic, is to reach more directly to the parents. We did a conversational video, speaking as a parent who put two daughters thru college, providing tips. There will be a series of videos directly speaking to the parents. A webpage has been created specifically for the parents on the admissions page, easy to understand and easy to navigate information. The collaborative approach with Marketing has been significant. Chairman O'Connell thanked Dr. Farmer and Dr. Lucy and stated we appreciate your efforts.

2.6 Budget Update

Dr. Lucy returned to the podium for the Fiscal Year 22 budget presentation. Dr. Mitchell informed the new trustees that they will be adopting the draft budget at the May board meeting and then the final at the June board meeting and they will learn more about this at their trustee training in the next week or so. Dr. Lucy reviewed the budget projections, revenue projections, budget highlights and economic objectives. Dr. Lucy noted there would no increase in the tuition rate, which was approved and supported by the board. Trustee Broderick inquired if we ever think about leasing our Campus Police vehicles as we don't travel very many miles. Dr. Lucy stated the cost over time is probably better to purchase, but is worth looking into and will check on that. Dr. Lucy reviewed the new positions in the budget and how they will be funded. This is our 49th balanced operating budget, with a total operating budget of \$100.94 million. Dr. Lucy stated that Dr. Mitchell tasked him with being flat and even as accountants, being 98.6% is as pretty close as you can get and hopes Dr. Mitchell will accept that as being flat. As Dr. Mitchell said earlier, what we would be doing at the May 12th board meeting is giving you to adopt the preliminary budget and then at the June 16th board meeting, would be for you to approve the legal budget. Trustee Broderick asked if we will see any budget cuts before we see the preliminary one on May 12th to see what we removed or decreased in order for us to approve the ongoing budget? Dr. Lucy indicated this is the recommended budget for passing. Trustee Broderick stated you have

a recommended budget, however, when you look at the budget from last year and the budget from this year, have you made any cuts? Mr. Jeff Heap stated that technically, no. This year with everything happening, there's a lot of positions held in contingency right now. Dr. Mitchell stated we have held in contingency, many of the vacant positions from last year. No one could release them unless they came through her and it basically had to support students and student success. We have an excess of \$1.8 million in vacancies, might even be higher than that. Typically, what we have done, even with faculty, we had numerous faculty positions and I charged Dr. Gray with looking at a dozen positions of retirees and told her that we are not going to fill them unless we can justify that enrollment has increased in those specific academic program areas. Dr. Mitchell stated as far as cuts, our contingency is basically our way of cutting. If enrollment goes up, we continue to watch those numbers, then we will start releasing those, but not until that time. Trustee Broderick stated that she appreciates the explanation because when we get questioned by our taxpayers that voted us in, they want to know what we're doing to be fiscally conservative. They keep asking if we have made cuts, do we do this and do we do that. You got financial money that came in, what have you done to reduce? Dr. Mitchell stated they mentioned the CARES funding is actually supporting much of the revenue loss, and we're building the budget based on pre-pandemic numbers. There were no new positions this year that weren't funded either by the CARES funding, which was for the mental health, the second was from the part time to full time that was revenue based from our TLC, our testing center, and the third was a position that we reallocated from Academic Affairs. There are no new positions that are funded by the budget this year. Dr. Mitchell stated we're a service business and our expenses are salary and benefits. Dr. Lucy stated that due to working remotely to a certain degree, we have cut travel, training, supplies, so there are other areas that we made additional substantial cuts in spending. Trustee Broderick would like this noted so new people coming on are seeing that we are being fiscally responsible and don't have to ask if we made any cuts. Trustee Broderick stated we like to see that we are being fiscally responsible. Dr. Mitchell will include a bulleted highlighted list of what we have held and cut back on in the May 12 board packet. Trustee Broderick discussed seeing the property tax increases which will be a hardship on homeowners, along with the tuition rate going up. Trustee Broderick knows these are assumptions, but doesn't want to see tuition increases. Dr. Lucy indicated the bond refunding would allow us to not have a tuition increase; Trustee Broderick would like this added so the taxpayers can see that we are watching. Trustee Broderick stated that in looking at her tax bill, JJC's tax rate hasn't gone up more than \$100 from 2007 to current. Schools have the higher impact on tax bills, JJC doesn't and wants to be sure that we're showing that we are being conservative. Dr. Lucy will provide the board with additional information. Trustee Lee asked if there is money in the mental health fund and recommended looking into a program called The Mend Project. Trustee Lee stated there is a lot of domestic violence right now. The Mend Project is out of California and has different models, they do a good job at explaining different types of abuse and also have training. Trustee Lee stated this is something worth looking in to and bringing to our students. Trustee Garcia Guillen inquired about the CPPRT, Corporate Personal Property Replacement Tax. Mr. Heap

explained it is tied back to the late 70's with State of Illinois income tax on corporations and they share a little bit of it with local government.

2.7 Summer/Fall Plans

Dr. Mitchell provided a brief update to let the board know that we continue to watch the number of citizens across the state getting vaccinated and we continue to watch our county along with the COVID+ numbers at the hospital. Dr. Mitchell stated she is comfortable that as of the beginning of the summer semester, May 24th, we will begin bringing 50% of our employees back, we've been at about 25% on campus. For the fall semester, Dr. Mitchell anticipates 75% unless we have a set back by the state and by January 1st of the spring semester, anticipates 100% return to campus. Dr. Mitchell stated throughout the summer and fall, we continue to monitor classes and we offer face to face, hybrid classes, synchronous classes, online and our high flex classes. Dr. Mitchell indicated she will forward the definition of each to the board. Dr. Mitchell stated we are very pro-active in adding or canceling classes as needed. Shield Illinois, saliva based testing, has been rolled out for a couple of weeks, and some individuals have tested positive and have been notified. Dr. Mitchell stated she is very pleased with Kodo Pharmacy. They have been wonderful partners with us, offering vaccinations to our employees and students. Dr. Mitchell indicated we will continue to watch and if you have any questions, reach out to her. Trustee Broderick asked if we have any way of tracking the employees that are on campus after the temperature is taken. Dr. Mitchell stated this is stored thru Campus Police or I.T., they can see if someone sets it off. Campus Police actually notified Dr. Mitchell of an employee that triggered it. Dr. Mitchell reviewed all of the safety measures in place around campus. Facemasks continue to be mandated; employees are held accountable. Trustee Broderick asked if it is known who the employees are that are on campus each day. Dr. Mitchell indicated we have the greeters at the doors who see if the temperature hits a certain number, but we can't track their data. Trustee Broderick asked if employees could show their badge when they come on campus so if there is a break out, an email could be sent to those employees. Dr. Mitchell indicated we work very closely with our contact tracers and explained the notification process.

3.1 Presidential Search

Trustee Broderick has been looking into this. We received information back from ACCT, which is very expensive. Trustee Broderick contacted the ICCTA group, and there is an individual from Lincoln, IL that does Illinois searches who would like to come to the next board meeting and talk about what the avenues are, cost effectiveness, how you do it, what to look for and what to address. ACCT has a generic way of doing it and it was found in the search prior to Dr. Mitchell that a lot of things were missed. Trustee Broderick stated that we need to focus on what we need as a campus; not what national wants to tell us. The gentleman was recommended by the ICCTA and the other community colleges said it was phenomenal what he did and what he saved. It would be over \$60,000 with the ACCT. Chairman O'Connell asked who the gentleman is. Trustee Broderick stated his name is Gary Davis and he is

independent. Trustee Garcia Guillen inquired about the cost of the national search. Trustee Broderick indicated that Mr. Davis would give all the numbers to show comparisons between ACCT and what he can do for the Illinois group at the May meeting. Trustee Garcia Guillen asked what the next step would be if the board wanted to consider the national search. Trustee Broderick indicated that we do have it, but it is very generic. Additional discussion ensued on knowing what to look for in a search, additional options and how the prior search was conducted. Trustee Broderick indicated we need to define who we want and what qualities we want in that person, so we know we have a good president that is going to lead the college the right way. Trustee Morales stated there are basic requirements and qualifications that they have to have and does not want the process so complicated that it will get delayed. Trustee Mahalik and Trustee Morales agree this is a good starting point and to bring him in to have a conversation. All board members concurred to have him attend the May 12 board meeting. Chairman O'Connell inquired as to how he would look Gary Davis up. Trustee Broderick will check but stated she takes Jim Reed's word as the CEO of ICCTA. Trustee Mahalik would like references and to see some feedback before he is brought in. Dr. Mitchell inquired to Attorney Carl Buck, for protocol, if the board meets with Gary Davis at the May 12th meeting, will they have to have formal approval of using him going forward or is that only if he exceeds the \$25,000. Chairman O'Connell stated the board agrees to have Mr. Davis in on May 12 to hear what he has to say. Trustee Broderick asked Joan to add him to the agenda, hopefully first due to travel time. Attorney Buck stated to Chairman O'Connell that if you are going to add the consultant to talk with the board, and the board is inclined, we can discuss this in closed session, which should be on the agenda first. Chairman O'Connell agrees and asked if the board wanted the meeting to start earlier. Trustee Mahalik stated the Buildings & Grounds meeting can start earlier, 4:15p.m. Chairman O'Connell indicated the board could meet at 5p.m. in closed session with Mr. Davis.

3.2 ICCTA Road Show

Trustee Broderick explained what the Road Show is. Anytime you have new board members, it's time for a retreat where the ICCTA people come in. Jim Reed would come in as the CEO and work with us to go through the familiarity of our job situations, getting to know personalities, introduce new board members to governance rules and issues. ICCTA Officers also join to let you know what the ICCTA offers and why we are a member. It's a well-rounded retreat that we should get used to doing whenever we have a new election. Trustee Broderick stated she asked Joan Tierney, Board Assistant, to check in to holding the retreat away from campus. Ms. Tierney contacted Starved Rock. It would be a full day retreat on Sunday, June 6th or Sunday, June 13th. Trustee Broderick asked what date would work for the board members. Trustee Broderick and Trustee Mahalik think it would be better to poll the board. Ms. Tierney will send an email to the board. Trustee Broderick indicated this is not for the Cabinet, but the President does attend as she is a big part of the board. Trustee Broderick reiterated what the Road Show is all about and reminded that coming up in June, she and the two new board members must do the training which is the Open Meetings Act and another one that will be provided. Trustee

Morales asked how we know what the topics are and if four or eight hours is needed. Trustee Broderick indicated that he (Jim Reed) will provide those, depending on what you are looking at for timeframes. He will provide general, and then the board can pick what is wanted. Trustee Broderick will ask Mr. Reed for the topics this week. Trustee Morales stated the sooner the better because we do all want to be there.

3.3 Trustee Contact Information

Chairman O'Connell asked Ms. Tierney if we had this information all together. Ms. Tierney indicated this agenda item was added due to the request at the last meeting and prior meetings in regards to putting trustee contact information out on our website. Ms. Tierney stated there was a concern by a trustee that this might not be the best approach, so it was put on the agenda for further discussion. Chairman O'Connell stated that trustee contact information should be between the trustees, the Senior Leadership Board and Dr. Mitchell. Chairman O'Connell doesn't think it is a good idea to have contact information on the school website. Trustee Lee agrees with this and is not ok with personal information on the website. Trustee Broderick stated she spoke with Jim Reed and he indicated that everything should go thru the president via the board secretary. Trustee Budzinski agrees and feels it is a moot point to go any farther. Chairman O'Connell thinks we should keep doing it the way we have been. Trustee Morales stated as a public servant, we put ourselves out there and if you don't want people to know, then you have no business running for office. Trustee Morales stated she is fine with her personal information on the website. Trustee Garcia Guillen feels trustees should be accessible to community members. Some people may not be comfortable dealing directly with the president. If a community member reaches out to a board member, they can bring the information to the president. Trustee Morales stated this is how she has done it in the past. Trustee Morales would like the option to have her number out there, but respects anybody that doesn't. Additional discussion ensued. Trustee Budzinski requested this be put off until next month as he and Trustee Lee haven't gone thru the training on the Open Meetings Act or anything else. Attorney Buck stated the training thru ICCTA and the board workshop is the perfect time to bring up topics like this. It will be put off until the June or August meeting.

4. Closed Session

None

5. Return to Regular Session

N/A

6. Adjournment

Trustee Garcia Guillen moved seconded by Trustee Mahalik that the meeting adjourn at 8:02 p.m. A voice vote was taken and carried unanimously.