

**JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY COLLEGE DISTRICT 525
1215 HOUBOLT ROAD
JOLIET, IL
Board Room A-3104
BOARD OF TRUSTEES WORKSHOP MEETING
SUMMARY NOTES
April 27, 2022**

Chairman O’Connell called the meeting to order at 5:29 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: Josh Stamborski

Chairman O’Connell called the meeting to order and requested a moment of silence.

Review of Summary Notes

The workshop notes were reviewed with no comments made.

2.1 President’s Ambassador Program – removed from the presentations as Kelly Rohder Tonelli was not available.

2.2 Workday Student Update
Mr. Jerome Goudelock presented the update on Workday. Mr. Goudelock reviewed the activities which had been completed between January and April 2022. This included over 170 configurations in workset “C” and the completion of three key Workday record data conversions which were student personal information, student matriculations and student courses. The next two worksets “D” and “E” will take place over the next six months from April to October 2022. Workset “D” will include data conversion for 24 additional key Workday records and workset “E” will included data conversion for an additional 20 key Workday records. During this time frame, report conversions will take place and also the integration building between Workday and JJC 3rd party integrations for student data for financial aid, testing vendors and payment vendors. We will begin to initiate change management activities for Workday adoption for students, faculty and staff by hosting training so they can complete all of their work in Workday. We will have more unit testing in each necessary department and continue with JJC customer confirmation sessions. We will perform a mock semester with students from beginning to end and continue life cycle testing. Workday Adaptive Planning went live in February 2022 to

replace and modernize budget planning capabilities. Phase one successfully launched mid-February and phase two, the labor and workforce modeling is scheduled to start in May 2022.

2.3 Workday Recruiting

Dr. Nicole Whitehead gave a broad overview of the human resources organizational chart. Part of the process of recruitment is to ensure human resources can track and use data to make the best decisions when recruiting for new employees for Joliet Junior College. Dr. Whitehead talked about talent acquisition and recruitment for human resources. One such way JJC is working to obtain and retain talent is to keep the pace at 30 days from the day a job is posted to the day an offer letter is sent to a candidate. With the help of Workday, human resources is able to track every website the job is posted, how many applicants click on a job posting and how many apply through each site. Workday allows for communications with applicants along the way from when they apply to a disqualifying letter or moving forward in the recruitment process and all the way to the welcome letter. Human resources is evolving the processes on how to attract and retain talent.

2.4 Enrollment

Dean Bob Morris presented an update on enrollment. Pre- and post-pandemic demographics show the female population continues to grow and the male population continues to decline. That is a nationwide trend. Last fall the part-time to full-time ratio gap is one of the largest we have seen. The job market and hourly rates forced a lot of people to make decisions about remaining part-time at school to be able to make additional money. The average remained at 5.8 credit hours in the fall 2021 and 5.7 credit hours in the spring 2022. From a headcount perspective, we were down 2.9% and full-time enrollment we were down 5.4%. In terms of where our students are coming from, the top areas remain Joliet, Plainfield, Bolingbrook, and Romeoville. From the state perspective, the State of Illinois is down 2.9% part-time enrollment and in terms of full-time equivalencies, the state was down 5.5%. We have had over 10,000 applicants received in Workday since going live in October. We are able to send out targeted messaging and campaigns to students based on the academic program they applied for and different boxes they have checked. There are 30 different campaigns sent to students based on what they have checked on the inquiry card or different areas they have expressed interest in. It is allowing us to do more through data analysis, more structure and targeted outreach. It allows for us to be more purposeful in our recruiting and getting students on board. Next Dean Morris talked about the “New Recruitment Model” which was piloted at Joliet West and Joliet Central High Schools in March 2022. Joliet Junior College took a team to each high school which consisted of admissions, testing, advising and the foundation to talk about scholarships. Prior to going on campus, 78 students applied and sent transcripts ahead of time. Once the JJC team reached the school, they were able to have targeted, productive conversations with each student based on where they were in the funnel. The goal is to take this model to all 25 in-district high schools and base our recruiting model on meeting students where they are in order to remove barriers. New fall enrollment applications are up 21% from last year. In fall 2021, we enrolled 144 adult students into degree seeking programs.

2.5 Strategic Plan Update

Dr. Yolanda Farmer provided an update regarding the Strategic Plan. As a reminder we are a mission and vision driven institution so we are striving to transform lives. We have strengthened the mission and vision statement. We have identified goals and key performance indicators. At JJC, we have achieved strategic plan framework and refocused due to the pandemic. As we continue to excel as an institution is absolutely exciting. The strategic plan is a living and evolving document. Today I am sharing with you some of the successes and opportunities but also how we need to prepare for FY2023. This current strategic plan will be coming to an end. We have six overarching goals, academic excellence, student success and support, effectiveness, perception, cultural commitment and outreach. The pandemic has caused many challenges for higher education not just enrollment but also in terms of academic success for our students. The number one issue impacting community colleges in Illinois is accessibility and how we support our students. We see the ripple in terms of enrollment, persistence and retention. Many of our students are disengaged. The key aspect for us, not just at Joliet Junior College but nationally, is how will we continue to engage all of the populations we serve in our district. One of the most important aspects is mental health. We continue to support students holistically not just academically. In terms of the strategic plan, we will continue to focus on student enrollment. It is a priority for the institution. In the plan we talk about DEI and the equity focused initiatives. Under goal six is the University Partnership center. We are building partnerships with local universities so students can start here and finish their 4-year degrees here at Joliet Junior College. We are industry focused. We talked about health professions and we did it. We are having conversations about electric cars, manufacturing, technology; we are industry focused for the students. We are also turning our focus on a younger group of students. Because of the decline coming, we need to turn our focus on the middle school. We made a smart investment in upgrading our ERP system. We need to continue to think big and bold. We are in the process of planning FY2023. We want to try and have some kind of kick off engagement with the new president in July to set the stage. In September we need to start having all campus conversations with both internal and external stakeholders to gather information. Then in December, we can have a new or revised strategic plan that the board will vote to approve and adopt.

2.6 FY23 Budget

Jeff Heap presented the FY23 budget. From the revenue side, the property taxes budget is based on a 6.2% increase, the same as what was presented during the three-year financial plan presentation in January in operating funds and a 2.9% increase in debt service that is related to the referendum bond. What makes up the 6.2% increase, is the 5% increase from consumer price index under the tax cap, even though it is capped at 5%, CPI was 7% for last year. Then about 1.2% or \$275 million in new construction in our district. Tuition and fee revenue, enrollments based on actual hours from 2022, paid hours, is down approximately 41,000 hours from FY20 and a \$3 tuition increase approved in February 2022. State credit hour revenue information is not available. The governor has not approved this. ICCB cannot produce the information yet.

There are schools that still owe credit hour certifications and uniform financial reports. This number is being estimated on the conservative side compared to earlier in the year. We were notified two months ago that the institutional CARES Act Funding was extended through June 2023. An overall recap of the revenues for the education and O&M funds, our largest revenue source is property taxes, then tuition, followed by state funding and federal funding. Benefits stayed at the 6% increase. Materials, supplies and contractual services increases were only where necessary. Contingencies were kept to a budget of \$700,000; \$500,000 in the education fund and \$200,000 in the O&M fund. On the benefit side, this is the first budget increase we have had since 2018. For the capital outlay funds, interoperating funds, is a little over \$340,000. We have replaced a couple of 15-year old pickup trucks for the grounds and a couple of other pieces of equipment. There is \$100,000 allocation just to maintain furniture on campus and campus police received a new squad car and a replacement for the CSO vehicle. Athletics is tied to the \$3 tuition increase that Coach Braun presented in January for the new sports programs to get them started. These included men's and women's bowling, golf, track and competitive cheerleading and men's volleyball. Dr. Mitchell highlighted the new positions at Joliet Junior College. The other areas that are a priority to the institution are the first full time learning and development employee wellness manager. This position allows us to invest in the overall holistic well being of our employees, for professional development, succession planning, retention as well as their health and wellness and their overall well-being at the institution. The next new full-time position is a student wellness advocate as well as the part time student wellness advocate requested by Dr. Farmer. We continue to see the increase of student mental health challenges on the campus and we are doing our best to support them. Our current staffing model is overloaded and overwhelmed. The online accessibility compliance manager will make sure the college's online footprint remains compliant. The addition of a second curriculum specialist was a recommendation from the college accreditation. The reallocation of funds from part time positions to create the positions for environmental health & safety specialist will be working under the vice president of financial services, the assistant bursar and a new building service worker. Jeff Heap talked about the Operating fund expenditures and showed the pie chart, showing the salaries and benefits show 79% of operating funds. The Education fund is at \$85 million and O&M fund at \$20 millions for an approximate total of \$105.2 million. This is the 50th balanced budget and represents a 4.2% increase over FY2022's budget.

a. CARES Funding Extension

As of June 30, 2022, estimate around \$3.15 million remaining. Allocated as potential loss revenue. Education fund at \$2.75 million, \$200,000 in the O&M restricted and \$200,000 auxiliary fund for a total of \$3.15 million. O&M restricted funds is where we do our capital projects, improvement projects, such as fixing the leaks in the windows, the air handling project. Mr. Heap reviewed the master plan projects list.

b. Insurance Incentives

On the health insurance, we have been working behind the scenes to help bring down the cost on two programs for prescription drugs working with the

insurance committee and the faculty union that have approved it. They are the “SaveOnSP” which leverages the Affordable Care Act and the coding behind the scenes to get manufacturers rebates and lower the price. That shows an estimated savings of \$150,000. The other program is “Exclusive Smart90” which is for your “maintenance” type prescriptions which will have to be through Walgreens or mail order. There will be a short grace period to switch. There is a little over \$280,000 in savings. From the renewal rates that were presented two weeks ago, the composite rates for medical and Rx was 11.4%, dental 2.8% and vision no change. The composite premium equivalency rate was 10.8%. With these changes, it brings medical down to 7.1%, and gets us to 6.8%. We had 6% overall on fringe budgeted. It fits within the 6.8% and we have to cover workman’s comp which has been trending very well. We are comfortable with the 6% built into the budget to cover this.

The remaining timeline will request the Board to adopt the preliminary budget at the May 11th Board meeting and approve the legal budget at the June 15th Board Meeting.

Trustee Morales asked about the cost of the printing and mailing the JJC “Connections” magazine, the community impact mailer, and another postcard. Dr. Mitchell indicated she would ask Kelly Rohder Tonelli to gather all of the information regarding the costs and impacts around these mailers.

3.1 General Discussions

None

4. Closed Session

Trustee Broderick moved, seconded by Trustee Mahalik that the Board of Trustees of Joliet Junior College move to a closed session (7:39 p.m.) for the purpose of 2(c)(1). The motion carried unanimously.

5. Return to Regular Session

Trustee Budzinski moved, seconded by Trustee Lee that the Board of Trustees of Joliet Junior College return to regular session (7:57p.m.). The motion carried unanimously.

6. Adjournment

Trustee Broderick moved, seconded by Trustee Morales that the meeting adjourn at 7:58 p.m. A voice vote was taken and carried unanimously.