

**REGULAR MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
8364 SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
December 5, 2011**

A regular meeting of the Board of Shawnee Community College District No. 531 was held on December 5, 2011. The meeting was called to order by Chairman Don E. Patton. The roll call was as follows:

Present

Ms. Cathy Belcher
Mr. Scott Farmer (absent at roll call – arrived 5:32 p.m.)
Dr. Manul Goins
Mr. Don E. Patton
Ms. Maxine Russell
Dr. Richard Trampe
Mr. Wesley Wright
Ms. Kendra Simpson (student trustee)

Absent

Others Present

Dr. Larry Peterson, President
Matt Ferrell, Attorney (arrived 5:50 p.m.)
Dr. Tim Bellamey, Vice President of Instructional Services
Tiffiney Ryan, Chief Financial Officer
Carolyn Kindle, Interim Vice President of Student and Administrative Services
Beth Darden, Exec. Admin. Assistant to President & Board / Human Resource Officer
Sharon Felker, Public Information Specialist
Dr. Gary Davis, Consultant
John Parkinson, Image Architects
Candy Eastwood, Coordinator Center for Community and Economic Development
Jean Ellen Boyd, Dean of Instructional Services
Chris Vellella, Instructor/SCEA President
Dee Blakely, Dean of Student Services
Erin King, Advisor/Admission Specialist
Alexa Hileman, SCC Ambassador, Shawnee High School
Kayla Suits, SCC Ambassador, Dongola High School
Amber Toler, SCC Ambassador, Anna-Jonesboro High School

A motion was made by Dr. Richard Trampe and seconded by Ms. Cathy Belcher to approve the consent agenda as follows:

- A. Minutes of regular meeting of November 15, 2011
- B. Consideration of Treasurer's Report
- C. Approval of Bills

Education Fund	\$662,089.26
Building Fund	98,488.51
Restricted Building Fund	0.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	37,982.05

Restricted Purposes fund (Grants)	101,923.92
Restricted Purposes – FWS	9,309.59
Restricted Purposes – PELL	2,240,191.50
Restricted Purposes – SEOG	12,200.00
Trust and Agency fund	14,296.92
Audit Fund	500.00
Liab. Prot. Settlement Fund (TORT)	31,289.54
GRAND TOTAL	\$3,208,271.29

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Mr. Scott Farmer to approve the addendum to the Education Fund to make an inter fund loan from the education fund to the restricted purpose fund to cover shortage of funds (\$5,000).

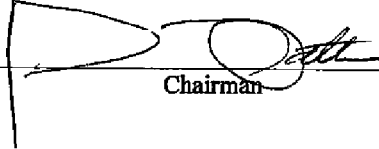
SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

December 5, 2011

<u>Date</u>	<u>Vendor</u>	
10/31/11	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$5,000.00

To make an inter fund loan from the education fund to the restricted purposed fund to cover shortage of funds.


Chairman


Secretary

12-5-11
Date

On roll call vote, the members voted as follows:

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Faculty Report

Chris Vellella reported:

- The Union County Counseling presented "Hearing Voices That Are Distressing" to a group of PSY 219 students. This workshop sensitizes students to the experience of those individuals with schizophrenia. UCCS provides the workshop at no charge.
- Tony Gerard was the featured speaker at a conference for high school and junior high teachers at SIU-Edwardsville. The conference was entitled "Gaining Empathy with the Past Using Narratives". It was sponsored by Southern Illinois University Edwardsville Teaching with Primary Sources Program.
- SIU Botany Professor Dr. Steven Ebbs came to Shawnee to meet with students pursuing interests in Plant Biology. Dr. Ebbs met with Rebecca Corbit's class and has identified recruits for this field.

Vice-Presidents' Reports

Tim Bellamey reported:

- Compliments to John Windings and the music students on another excellent Madrigal dinner presentation December 2 and 3 and their Christmas concert the end of November.
- This is the last week of classes as finals are next week and the semester ends December 15.

Carolyn Kindle reported:

- Spring registration is underway now. All college sites will be open Saturday, January 7th from 8-12 for registration and is holding evening registration at all sites January 9-12 until 7:00 p.m.
- Educational Talent Search hosted seventy-three 6th graders on campus for a career and literacy day.
- Tammy Capps attended a Department of Education Electronic Access Conference and received updated on FY2012-2013 financial aid rules and regulations.
- Carolyn Kindle attended the ICCCA Conference with a focus on completion and success.

Tiffiney Ryan reported:

- The college has received from the state all FY2011 funds. The state currently owes 1.8 million for FY12.
- Reported on recent thefts in the college and how the college identified the thief after an internal investigation. Thanked Paul Echols for his assistance with the investigation.

Student Trustee Report

Kendra Simpson reported:

- The Student Senate is discussing homecoming activities set for Saturday, February 25, and the theme will be Mardi Gras. Students will elect the homecoming king and queen the second week of February.

ICCTA Report

Don Patton reported:

- The ACCT Community College National Legislative Summit will be held February 13-16, 2012 in Washington, DC.

President's Report

Dr. Peterson reported:

- Introduced Jean Ellen Boyd who presented the 2009-2014 Strategic Plan Follow-Up Report. She explained how Dee Blakely led the first phase in which WEAVE was implemented and that Jean Ellen is leading the second phase which is addressing specific concerns of the Higher Learning Commission in the 2009-2014 Strategic Plan Follow-Up report. Ms. Boyd explained that the report's format has received tentative approval by the HLC and that it would be a working document through the next scheduled comprehensive visit in 2014-2015. Board members asked specific questions regarding the report and offered advice for making a few changes to the report for clarity and for accuracy of future projections. Once changes are addressed and made, the report will be transmitted electronically to the Higher Learning Commission on December 6, 2011.
- Distributed a nine-month schedule of when he will be addressing particular college issues and with his travel schedule that he will update monthly.
- Reported that Dr. Bellamey will be the IGEN contact and will be accompanying him to a meeting with Georgia Costello to follow up on this issue.

A motion was made by Ms. Maxine Russell and seconded by Mr. Wesley Wright to approve the Fall 2011 graduation list as attached.

Type	Degree	SID	Preferred Name	Honors
1	Associate of Arts	227258	Mitch A. Anderson	
1	Associate of Arts	147080	Courtney Nicole Bigham	
1	Associate of Arts	183008	Kasey Marie Bishop	
1	Associate of Arts	246754	Maximilian Michael Cadena	
1	Associate of Arts	136742	Monica Renee' Cruthird	
1	Associate of Arts	188550	Leonetta C. Davis	
1	Associate of Arts	229224	Louis Andrew Denny	
1	Associate of Arts	230432	Amanda Rae Dillow	
1	Associate of Arts	214542	Kristina Louise Dye	
1	Associate of Arts	135052	Lee T. Essex	
1	Associate of Arts	174986	Rhonya Louise Fitzgerald	
1	Associate of Arts	105370	Kerri A. Foss	
1	Associate of Arts	205534	Brian D. Hall	
1	Associate of Arts	168346	Meah A. Hamilton	
1	Associate of Arts	173288	Natasha Dawn Harrison	
1	Associate of Arts	172582	Antoinette C. Henderson	
1	Associate of Arts	157974	Janet E. Hughes-Wheaton	
1	Associate of Arts	500872	Alex J. Kirt	
1	Associate of Arts	224982	Jacob A. Klein	
1	Associate of Arts	222140	Melissa Ashley Mace	
1	Associate of Arts	217756	Tyesha S. McCutcheon	
1	Associate of Arts	226124	Lindsey Nicole Morrison	
1	Associate of Arts	231488	Katherine A. Mosby	
1	Associate of Arts	123078	Faye L. Oliver	
1	Associate of Arts	115378	Kimberly A. Owens	
1	Associate of Arts	224058	Justin L. Phillips	
1	Associate of Arts	75274	Chris A.M. Price	
1	Associate of Arts	224936	Zachary Cache Price	
1	Associate of Arts	141894	John Hayden Ramage	
1	Associate of Arts	237024	Deantra Scott	
1	Associate of Arts	50906	Tabatha J. Smith	
1	Associate of Arts	228416	Ethan Ryan Sommer	
1	Associate of Arts	178644	Marlena Ann Swafford	

1	Associate of Arts	214080	Brittany D. Thurston
1	Associate of Arts	221364	Mia Elizabeth Travelstead
1	Associate of Arts	211784	Quanita Marshay Vaughn
1	Associate of Arts	216406	Rebecca Nicole Watts
1	Associate of Arts	230526	Destiny E. West
1	Associate of Arts	144632	Tabetha Renee' Whitaker
1	Associate of Arts	157242	Keri-Melinda J. Williams
1	Associate of Arts	101650	Toni Michelle Woodson
2	Associate of Science	223274	James Baker
2	Associate of Science	246754	Maximilian Michael Cadena
2	Associate of Science	171896	Evelyn D. Davis
2	Associate of Science	224982	Jacob A. Klein
2	Associate of Science	217476	Jessica L. Krause
2	Associate of Science	223744	Ashlee Nicole Lingle
2	Associate of Science	214080	Brittany D. Thurston
2	Associate of Science	211784	Quanita Marshay Vaughn
3	Assoc of Applied Science	147500	Vivian Suzanne Markus
3	Assoc of Applied Science	122624	Judy Brooking Long
3	Assoc of Applied Science	100038	Debra C. Helman
3	Assoc of Applied Science	213900	Megan April Nadeau
3	Assoc of Applied Science	222580	Daniel Stephen Ralls
3	Assoc of Applied Science	242878	Steven R. Shanks
3	Assoc of Applied Science	104916	Agnes Louise Calbert
3	Assoc of Applied Science	166020	Christine Lynn Ozment
3	Assoc of Applied Science	96898	Shari E. Beegle
3	Assoc of Applied Science	241934	Tiffany N. Butler
3	Assoc of Applied Science	241658	Tiffany Nicole Faulkner
3	Assoc of Applied Science	242358	Emily R. Jordan
3	Assoc of Applied Science	242654	Courtney L. Mace
3	Assoc of Applied Science	246080	Donna V. Mack
3	Assoc of Applied Science	147314	Holly Yvette Turner
3	Assoc of Applied Science	136742	Monica Renee' Cruthird
3	Assoc of Applied Science	188550	Leonetta C. Davis
3	Assoc of Applied Science	183746	Charlette D. Jackson

1	Associate of Arts	214080	Brittany D. Thurston
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3	Assoc of Applied Science	188550	Leonetta C. Davis
3	Assoc of Applied Science	183746	Charlette D. Jackson

3	Assoc of Applied Science	Social & Human Support Services	119704	Ella Mae Woods
4	Assoc of General Studies		136742	Monica Renee' Cruthird
4	Assoc of General Studies		188550	Leonetta C. Davis
4	Assoc of General Studies		173288	Natasha Dawn Harrison
4	Assoc of General Studies		213648	Brittany Renee Matthews
4	Assoc of General Studies		55170	Marilyn F. McRae
4	Assoc of General Studies		123078	Faye L. Oliver
4	Assoc of General Studies		78794	Darlene M. Powell
4	Assoc of General Studies	Aviation Science	199760	Ian M. Snow
20	One Year Certificate	Alcohol and Other Drug Abuse	93000	Roziene R. Dumas
20	One Year Certificate	Alcohol and Other Drug Abuse	241960	Garland DeWayne Hawkins
20	One Year Certificate	Alcohol and Other Drug Abuse	122624	Judy Brooking Long
20	One Year Certificate	Alcohol and Other Drug Abuse	195846	Vickie Ann Poster
20	One Year Certificate	Alcohol and Other Drug Abuse	241740	Timothy Frederick Shaw
20	One Year Certificate	Alcohol and Other Drug Abuse	238674	Lemond Steele
20	One Year Certificate	Computer Info Systems Generalist	168924	Michelle R. Reynolds
20	One Year Certificate	Computer Systems Technician	217472	Ryan W. Houston
20	One Year Certificate	Cosmetology	237208	Sarah Elizabeth Beggs
20	One Year Certificate	Cosmetology	232360	Krysten Lural Dauksavage
20	One Year Certificate	Cosmetology	208562	Taylor N. Lampley
20	One Year Certificate	Cosmetology	225016	Caitlin Michelle Marks
20	One Year Certificate	Cosmetology	124190	Sonia G. O'Quain Osman
20	One Year Certificate	Cosmetology	194564	Amber LeeAnn Qualls
20	One Year Certificate	Criminal Justice	186922	Zachariah Caleb Shadowens
20	One Year Certificate	Medical Coding Specialist	96898	Shari E. Beegle
20	One Year Certificate	Medical Coding Specialist	223242	Emma Joan Lingle
20	One Year Certificate	Medical Office Assisting	96898	Shari E. Beegle
20	One Year Certificate	Office Assistant	96898	Shari E. Beegle
20	One Year Certificate	Practical Nursing	142996	Melissa Dawn Gentry
30	Less Than One Year Cert.	Certified Nurse Assistant	251438	Melissa A. Ditola
30	Less Than One Year Cert.	Certified Nurse Assistant	232614	Faelynn N. Edwards
30	Less Than One Year Cert.	Certified Nurse Assistant	213532	Jose S. Godinez
30	Less Than One Year Cert.	Certified Nurse Assistant	167576	Amanda Diane Sadler
30	Less Than One Year Cert.	Certified Nurse Assistant	220434	Stefanie L. Shepard

30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Direct Support Provider
30 Less Than One Year Cert. Intro to Accounting
30 Less Than One Year Cert. Medical Coder
30 Less Than One Year Cert. Truck Driving

215288 Joseph C. Brimm
252898 Brook N. Cross
223738 Samantha J. Ellis
252904 Michael W. McClure
252906 Toran M. Richard
161818 Pamela J. Thompson
62414 Jane Neva Lois Baker
223242 Emma Joan Lingle
216862 Taurice M. Mallory

On roll call vote, the members voted as follows:

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Dr. Richard Trampe and seconded by Mr. Scott Farmer to approve college policy #4368 – Social Media Policy as attached.

Shawnee Community College
Social Media Policy and Guidelines
November, 2011

1 Guideline Purpose

- 1.1** These guidelines are intended to help Shawnee Community College administrators, faculty, and staff maintain a college-accepted standard for initiation and use of "official" Shawnee social media sites. These sites reflect the college in general, and should not be confused with personal social media sites set up by administrators, faculty and staff for personal use.
- 1.2** In general, any communication from the Shawnee Community College website or Shawnee Community College's official social media sites reflect the College and should be written and structured in an appropriate, ethical, professional and lawful manner. Administrators, faculty, staff, students, and alumni using the college's official social media sites and approved accounts should read and abide by these guidelines.

2 Definition of Shawnee Community College Social Media

- 2.1** A web page, set up within an already established social media site, administered by a college employee with the intent of communicating information in an official capacity to others on behalf of Shawnee in general or on behalf of a particular department or organization.
- 2.2** The purpose of Shawnee social media sites is to encourage communication from administrators, faculty, staff, students, alumni, and district residents. Common social media sites include, but are not limited to, the college's official Facebook pages, Twitter pages, and YouTube channels.

3 Related Documents

- 3.1** Users should refer to the following documents. With the exception of the employment agreement, the following documents are located at www.shawneecc.edu.
 - 3.1.1** College Catalog
 - 3.1.2** Student Handbook
- 3.2** Additionally, Shawnee Community College employees should refer to the following documents.
 - 3.2.1** Employee Policy Manual

3.2.2 Employment Agreement

3.2.3 Family Educational Rights and Privacy Act (FERPA)

3.3 Refer to each social media's website for terms and conditions section for related information.

4 Proper Usage

- 4.1 Prior to establishing a social media page for College use, employees must contact the Shawnee Public Relations office for proper organization, linking, and set-up. Pages are the preferred method of creating a Facebook presence. All Shawnee sponsored pages should link to the respective official page when that option is available.**
- 4.2 A master list of all social media user names and passwords are stored in a confidential file in the office's of the Shawnee's Public Relations and MIS offices. When establishing a new site, the user name and password must be supplied for this master list.**
- 4.3 The employee/user may not change the user name and password without notifying the Public Relations office so that the master password list can be updated.**
- 4.4 The supervisor of the employee responsible for posting to the college/departmental social media site must regularly monitor the social media page.**
- 4.5 Content should be updated as appropriate which may be on a daily or weekly basis. Make sure there are plans for messaging, audience and goals, and develop a strategy for keeping information on social media sites up-to-date.**
- 4.6 The establishment of, and postings to, an official Shawnee social media site should be used only for legitimate college-related purposes and items of general interest to Shawnee administrators, faculty, students, alumni, and district residents.**
- 4.7 Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited. The Shawnee social media sites may not be used to promote any opinion, product, cause, or political party or candidate.**
- 4.8 By posting content to any social media site, you agree that you own or otherwise control all of the rights to that content, that your use of the content is protected fair use, that you will not knowingly provide misleading or false information.**
- 4.9 Shawnee has the right to remove any content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. Any social media posts containing obscenities, verbal harassment, threats, slander, or offensive comments regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content is not allowed or permitted and will be removed. Shawnee, its board of trustees, and/or administration reserves the right, at its sole and exclusive discretion, to eliminate or shut down a social media site with or without notice.**

- 4.10 When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
- 4.11 Refrain from using information and conducting activities that may violate local, state, or federal laws, and regulations.
- 4.12 Any photos or other digital content posted on the college social media site should portray a favorable depiction of Shawnee, its faculty, staff, students, alumni, district residents and/or visitors; and should in no way contain obscenities, verbal harassment, threats, slander, or offensive comments or imagery regarding gender, race, religion, sexual orientation, or any other inappropriate or unlawful content.
- 4.13 Any photos or other digital content posted by the employee on the College social media site must be owned by the college and be original photography or stock photographer where the college has paid usage rights or otherwise received permission for publication.
- ~~4.14 References to Shawnee specific employees should not be made in blogs, tweets, posts, or other verbiage on the college's official social media sites. Identifiable information will be removed.~~
- 4.15 Personal and identifying information should not be posted on Shawnee social media sites, including but not limited to:
- 4.15.1 Student identification numbers.
- 4.15.2 Employee identification numbers.
- 4.15.3 Social security numbers.
- 4.15.4 Date of birth.
- 4.15.5 Personal address.
- 4.15.6 Personal phone numbers.
- 4.15.7 Driver's license numbers.
- 4.15.8 License plate.
- 4.16 Employees may not post content or conduct any activity that fails to conform to any and all applicable state and federal laws. For Shawnee College's employees' protection, it is critical that everyone abide by the copyright laws by ensuring that they have permission to use or reproduce any copyrighted text, photos, graphics, video or other material owned by others. Users will respect copyrighted material and agree to not reproduce and/or send any material unless all references, quotes, and sources are properly cited.
- 4.17 Use the institution name Shawnee Community College in its entirety in social media posts to clearly identify the college. The use of the SCC acronym or Shawnee in subsequent references in the same post is acceptable.
- 4.18 Never comment on anything related to legal matters, litigation, or any parties Shawnee may be in litigation with.

- 4.19 Do not represent yourself or Shawnee in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.

5 Privacy and Monitoring

- 5.1 Shawnee Community College reserves the right to delete offensive comments as outlined in this guideline and to block or revoke use of social media sites by repeat offenders to this policy.
- 5.2 Social media sites are not private. The expectation of privacy is not conveyed to you as a user/administrator of Shawnee's social media site/sites.
- 5.3 Users agree to not post or share user names and/or passwords.
- 5.4 Users agree to not retrieve or post messages that are not their own. Invasion of privacy, unlawful access to information, and posing as another individual are actions subject to discipline and/or legal action.
- 5.5 Users will treat the College social media sites as a form of permanent correspondence that leaves a permanent record once posted, and cannot be recalled.
- 5.6 All official college social media sites are regularly reviewed by the Public Relations Office.
- 5.7 The supervisor of the employee responsible for posting to the college/departmental social media site must regularly monitor the social media page.
- 5.8 All social media accounts officially recognized by Shawnee must have Shawnee faculty or staff member as an administrator at all times.
- 5.9 Should a Shawnee employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another Shawnee employee to be an account administrator prior to removing himself or herself from that role. The public relations office should be notified when a new administrator takes over.
- 5.10 In the event that a question is posted by an individual, the site administrator will refer the poster to the appropriate Shawnee department or will reply within the scope of the public relations office's knowledge base. When necessary the public relations office will request an answer from the appropriate Shawnee department. Responses should be made back to the public relations office or, when appropriate, posted directly on the original social media post.

6 Contacts

- 6.1 The Public Relations office is the primary administrator for the College's main pages on any social media site.
- 6.2 If you would like to contribute or make a suggestion about these sites, please contact the SCC Public Relations office at 618-634-3270 or news@shawneecc.edu.

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Cathy Belcher and seconded by Mr. Don Patton to approve the College Treasurer's Bond as attached.

Illinois Community College Board

COMMUNITY COLLEGE TREASURER'S BOND

Community College District Name: Shawnee Community College Dist. No. 531

County(ies) all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson,
and State of Illinois.

Know All Men by These Present: That we, Travelers Casualty/American and Motors/CC Services are held and firmly bound, jointly and severally, unto the Board of Community College District No. 531, County(ies) of all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson, and State of Illinois in the penal sum of see below dollars, for the payment of which we bind ourselves, our heirs, executors and administrators firmly by these presents.

In witness whereof we have hereunto set our hands and seals this 2nd day of December, 2011. The condition of this obligation is such that if Tiffiney Ryan, treasurer in the district aforesaid, faithfully discharges the duties of her office, according to law, and shall deliver to her successor in office, after that successor has qualified by giving bond as provided by law, all monies, books, papers, securities and property, which shall come into her/his hands or control, as such treasurer, from the date of his bond up to the time that his successor has qualified as treasurer, by giving such bond as is required by law, then this obligation to be void; otherwise to remain in full force and virtue.

Signed:

[Handwritten signatures: Tiffiney Ryan, Mark Davis, Carol Belcher, Robert Trump, and Mark Russell]

Approved and accepted by the Board of Community College District No. 531 County(ies) of all of Alexander, Massac, Pulaski, Union, and parts of Johnson and Jackson, and State of Illinois.

By [Signature], Chairman Mark Davis, Secretary

General Fund	\$2,600,000	105150716	yrly. bond	Exp. 07/01/2012
Working Cash Fund	\$1,300,000	105397941	3 yr. bond	Exp. 01/12/2013
Imprest Fund	\$ 15,000	103674295	4 yr. bond	Exp. 08/04/2013

On roll call vote, the members voted as follows:

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Dr. Manul Goins to approve the proposed 2011 tax levy to be collected in FY2013 as attached.

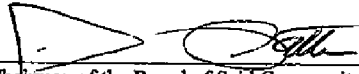
CERTIFICATE OF TAX LEVY

Community College District No. 531 County(ies) All of Alexander, Massac, Pulaski, Union and parts of Johnson & Jackson
Community College District Name: Shawnee Community College and State of Illinois

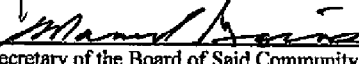
We hereby certify that we require:

- the sum of \$ 1,215,867 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 591,390 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ _____ to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 621,659 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 121,306 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 30,180 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 275,356 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ _____ to be levied as a special tax for (specify) _____ purposes, on the taxable property of our community college district for the year 20 _____.

Signed this 5 day of December, 2011.



 Chairman of the Board of Said Community College District



 Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 6.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. 531 County(ies) of all of Alexander, Massac, Pulaski, Union, & parts of Johnson and Jackson and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20 11 was filed in the office of the County Clerk of this county on _____, 2011.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20 11 is \$ _____.

Date

County Clerk and County

On roll call vote, the members voted as follows:

Dr. Manul Goins - yes
Mr. Don Patton - yes
Ms. Maxine Russell - yes
Dr. Richard Trampe - yes
Mr. Wesley Wright - yes
Ms. Kendra Simpson - yes (advisory vote)
Ms. Cathy Belcher - yes
Mr. Scott Farmer - yes

Results: 7 yeas, 0 nay, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Mr. Scott Farmer to accept and approve the low bid for the base bid and alternate bids #1, #2, #3, and #4 from the following contractor at the following bid amounts:

Contractor/ Location	Base Bid	Alt. #1	Alt. #2	Alt. #3	Alt. #4	Total
JM Walters & Son, Inc. Metropolis, Illinois	121,600	15,800	15,200	11,900	13,900	178,400

On roll call vote, the members voted as follows:

Mr. Scott Farmer - yes
Dr. Manul Goins - yes
Mr. Don Patton - yes
Ms. Maxine Russell - yes
Dr. Richard Trampe - yes
Mr. Wesley Wright - yes
Ms. Kendra Simpson - yes (advisory vote)
Ms. Cathy Belcher - yes

Results: 7 yeas, 0 nay, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Ms. Cathy Belcher to adjourn into executive session at 6:20 p.m. for the purpose of discussing:

1. Ratification of employment of part-time faculty/staff for fall semester 2011
2. Consideration of employment of Bookstore Manager.
3. Consideration of employment of full-time, tenure track faculty member.
4. Consideration of employment of IDOC Career Technology Specialist/Instructor.
5. Consideration of employment of administrative assistant I.
6. Consideration of executive session minutes to determine continued confidentiality.
7. Consideration of resignation of classified staff member.
8. Consideration of the purchase or lease of real property.
9. Consideration of extension, alteration, compensation, or performance of employees' employment.
10. Consideration of items that may lead or have lead to litigation.
11. Consideration of items concerning presidential.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes
Mr. Scott Farmer - yes

Dr. Manul Goins - yes
 Mr. Don Patton - yes
 Ms. Maxine Russell - yes
 Dr. Richard Trampe - yes
 Mr. Wesley Wright - yes
 Ms. Kendra Simpson - yes (advisory vote)

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Ms. Cathy Belcher to adjourn out of executive session at 7:19 p.m.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes
 Mr. Scott Farmer - yes
 Dr. Manul Goins - yes
 Mr. Don Patton - yes
 Ms. Maxine Russell - yes
 Dr. Richard Trampe - yes
 Mr. Wesley Wright - yes
 Ms. Kendra Simpson - yes (advisory vote)

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Dr. Richard Trampe to approve the minutes of the executive session held on December 5, 2011.

On roll call vote, the members voted as follows:

Ms. Kendra Simpson - yes (advisory vote)
 Ms. Cathy Belcher - yes
 Mr. Scott Farmer - yes
 Dr. Manul Goins - yes
 Mr. Don Patton - yes
 Ms. Maxine Russell - yes
 Dr. Richard Trampe - yes
 Mr. Wesley Wright - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Mr. Don E. Patton to ratify the employment of part-time staff to cover the necessary work assignments for the fall semester 2011.

Ainsworth, Jerry	Online Stipend BUS 0215 Online Stipend COM 0101	\$100.00
Armstrong, Lori	Dual Credit Stipend/BIO 0111	\$200.00
Basler, Joella	Dual Credit Stipend/ PSY 0211 ITV Stipend/ PSY 213 90AB	\$250.00
Bennet, Myra	40 & Over Stipend SOC122 01 40 & Over Stipend SOC 212 01	\$625.00

Black, David	Dual Credit Stipend/ MAT 114 Dual Credit Stipend/ MAT 115 ITV Stipend/MAT 115/116/118 ITV Stipend/ MAT 210 90 AB Online Stipend MAT 0121 Online Stipend MAT 0210	\$600.00
Bradley, Craig	Dual Credit Stipend/ COM 111 Online Stipend COM 0111	\$250.00
Brown, Brenda	Online Stipend BIO 0211	\$50.00
Connie, Daily	Online Stipend FOS 0116	\$50.00
Davis, Iris	COM 0101 33	\$470.00
Dillow, Rhonda	Dual Credit Stipend/ MAT 110 ITV Stipend/ MAT 041 90 AB ITV Stipend/ MAT 041 91 AB ITV Stipend/ MAT 110 90 AB Online Stipend MAT 0110 Online Stipend MAT 0116	\$450.00
Dixon, George	Part-Time Truck Driving Instructor	\$14.00/hourly rate
Everett, Mary	Fall Musical Set Design	\$450.00
Fontana, Sandy	Online Stipend ENG 0111 Dual Credit Stipend/ ENG 047	\$250.00
Frizzel, Timothy	Dual Credit Stipend/ SPC 111 Online Stipend SPC 0111 Fall Musical Producer	\$700.00
Gammons, Nancy	Dual Credit Stipend/ HIT 100 ITV Stipend/ HIT 100 90ABd ITV Stipend/ HIT 101 90ABCD Online Stipend HIT 0110 Online Stipend HIT 0109 95n Online Stipend HIT 0109 96n	\$450.00
Giltner, Alice	Online Stipend BUS 0116 Online Stipend BUS 0232	\$100.00
Hines, Lorena	40 & Over Stipend PN 0121 01	\$156.25
Jepsen, Sherri	Dual Credit Stipend, AGR 228	\$200.00
Johnson, Angie	Online Stipend ADN 0216 40 & Over Stipend PN 170 01	\$206.25
Johnson, Deborah	Sem 0111 05	\$470.00
Lingle, Randy	Dual Credit Stipend/ WEL 123	\$200.00
Lohstroh, Tracy	40 & Over Stipend PN 114 01	\$156.25
Malone, Sherrie	Online Stipend COM 0201 Online Stipend COM 0281 Online Stipend ECO 0211	\$150.00
Oliver, Julie	Fall Musical Director	\$ 1,200.00
Peak, Bobby	Dual Credit Stipend/ Gov 117 Dual Credit Stipend/ His 108 ITV Stipend/ Gov 117 90ABCD ITV Stipend/ His 116 90 ABCD	\$500.00
Penrod, Debra	Online Stipend ADN 0214 Online Stipend ADN 0218	\$100.00
Randolph, Nova	Dual Credit Stipend/ BUS 124	\$ 1,850.00

	ITV Stipend/ BUS 124 90 ABCD Online Stipend ACC 0219 Online Stipend BUS 0124 COM 280 Moodle Conversion Stip ACC 112 Moodle Conversion Stip	
Riechert, Richard	AGR 0140 60, 60A, and 60B	\$300.00
Ribbing, Sheryl	Dual Credit Stipend, PHS 111	\$200.00
Sander, Phillis	Dual Credit Stipend/ IMS 227 Dual Credit Stipend/ BUS 128 Dual Credit Stipend/ BUS 116	\$600.00
Smith, Mary	Dual Credit Stipend/ CPR/PN 120	\$200.00
Smith, Wanda	Online Stipend ECE 0114 Online Stipend ECE 0127 Online Stipend ECE 0218 Online Stipend EDU 0111 EDU 111 Moodle Conversion Stipend EDU 114 Moodle Conversion Stipend ECE 128 Moodle Conversion Stipend	\$2,450.00
Thomas, David	Fall Musical Master Carpenter	\$475.00
Vellella, Christopher	Dual Credit Stipend/ MAT 117	\$200.00
Walker, Sharon	Online Stipend EDU 0110 Online Stipend PSY 0213 Online Stipend SEM 0211 40 & Over Stipend SEM 0111 01 ITV Stipend/ EDU 110 90 ABCD	\$356.25
Winding, John	Dual Credit Stipend/ Mus 115 Fall Musical Music Director 40 & Over Stipend MUS 111 01	\$1,356.25
Woolridge, Robert	Dual Credit Stipend/ ENG 111 Online Stipend LIT 0212 Online Stipend PHI 0215	\$250.00
Woolridge, Susan	Dual Credit Stipend/ JOU 115 Dual Credit Stipend/ LIT 210	\$400.00
Zeschke, Lindsay	Fall Musical Choreographer	\$650.00

On roll call vote, the members voted as follows:

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Ms. Cathy Belcher to employ Ms. Erica Poat as Bookstore Manager at an annual salary of \$37,800 effective February 1, 2012.

On roll call vote, the members voted as follows:

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Cathy Belcher and seconded by Mr. Don Patton to approve the employment of Mr. Jesse Smith-Fulia as full-time, tenure track Social Work/Sociology Instructor at an academic year annual salary of \$45,368.00 effective January 9, 2012.

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Mr. Don Patton - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Ms. Maxine Russell to approve the employment of Mr. David Parks as IDOC Career Technology Specialist/Instructor at an annual salary of \$37,636.00 effective January 3, 2012.

On roll call vote, the members voted as follows:

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Dr. Richard Trampe and seconded by Mr. Scott Farmer to approve the employment of Ms. Kathy Wolford as Administrative Assistant I for the Vice President of Instructional Services at an annual base salary increase of \$600.00 effective December 6, 2011.

On roll call vote, the members voted as follows:

Dr. Manul Goins - yes

Mr. Don Patton - yes

Ms. Maxine Russell - yes
Dr. Richard Trampe - yes
Mr. Wesley Wright - yes
Ms. Kendra Simpson - yes (advisory vote)
Ms. Cathy Belcher - yes
Mr. Scott Farmer - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Mr. Don Patton to keep closed the written executive session minutes from October 13, 1986, to present and to authorize the destruction of the closed session audiotapes as provided in the Open Meetings Act for closed sessions held prior to June 30, 2010.

On roll call vote, the members voted as follows:

Mr. Scott Farmer - yes
Dr. Manul Goins - yes
Mr. Don Patton - yes
Ms. Maxine Russell - yes
Dr. Richard Trampe - yes
Mr. Wesley Wright - yes
Ms. Kendra Simpson - yes (advisory vote)
Ms. Cathy Belcher - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Dr. Richard Trampe and seconded by Mr. Scott Farmer to approve the resignation of Ms. Jan Harned, Executive Secretary II, effective December 31, 2011.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes
Mr. Scott Farmer - yes
Dr. Manul Goins - yes
Mr. Don Patton - yes
Ms. Maxine Russell - yes
Dr. Richard Trampe - yes
Mr. Wesley Wright - yes
Ms. Kendra Simpson - yes (advisory vote)

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

A motion was made by Dr. Richard Trampe and seconded by Mr. Wesley Wright to change the regular January Board meeting from Monday, January 2, 2012, to Tuesday, January 3, 2012.

On roll call vote, the members voted as follows:

Ms. Kendra Simpson - yes (advisory vote)
Ms. Cathy Belcher - yes
Mr. Scott Farmer - yes
Dr. Manul Goins - yes
Mr. Don Patton - yes
Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Mr. Wesley Wright - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Chairman Don E. Patton announced that if there were any internal candidates for the next President of Shawnee Community College, they should contact him immediately.

A motion was made by Mr. Wesley Wright and seconded by Ms. Cathy Belcher to adjourn.

On roll call vote, the members voted as follows:

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

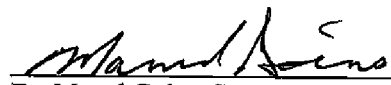
Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Respectfully Submitted,

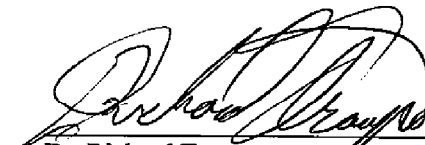

Dr. Manul Goins, Secretary


ATTEST:



Ms. Maxine Russell


Ms. Cathy Belcher

Mr. Scott Farmer


Dr. Richard Trampe


Mr. Don E. Patton


Mr. Wesley Wright