

**SPECIAL MEETING  
OFFICE OF SHAWNEE COMMUNITY COLLEGE  
8364 SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
February 20, 2010**

A special meeting of the Board of Shawnee Community College District No. 531 was held on February 20, 2010, at 8:00 a.m. in the Founders Room. The meeting was called to order by Chairman Russell. The roll call was as follows:

Present

Ms. Cathy Belcher  
Dr. Manul Goins  
Mr. Don E. Patton  
Ms. Maxine Russell  
Dr. Richard Trampe

Absent

Mr. Scott Farmer, absent at roll call  
Ms. Sumer Helton

Others Present

Dr. Larry Peterson, President  
Guy Alongi, Chair – Illinois Community College Board  
Tim Bellamey, Vice President of Instructional Services  
Carolyn Kindle, Interim Vice President of Student Services  
Tiffiney Ryan, Chief Financial Officer  
Beth Darden, Exec. Administrative Assistant to President/Board

The special meeting was held in order to conduct a Board of Trustees strategic planning retreat. Dr. Peterson led the Board in reviewing the Fiscal Stability Plan for FY2011-FY2012

8:08 a.m. Scott Farmer arrived

Decisions and recommendations were made on the following premises

- Minimize the impact on our primary purpose which is instruction.
- Consider non-personnel cuts before personnel reductions.
- Base budget decision on analysis and data from all areas of the college.
- Comply with all laws, statutes, policies, and negotiated agreements.

To meet the immediate needs of input and communication on campus, four committees have been established. These committees represent all areas of the college campus community. (Deans and Directors, Financial Sustainability, Campus Safety, Scholarship Review). The preparation for the 2014-2015 Higher Learning Commission accreditation visit will also contain many new committees with the consistent emphasis on campus-wide participation and input.

Revenue Budget Model and Cash Flow

Tiffiney Ryan reported on steps taken in FY10 budget which included cutting the expenditures back to 2007 figures which were made in department line items (supplies, travel, equipment, tutoring, institutional work study, and athletics). Line items for salaries, benefits, utilities, multi-year contracts were not reduced.

Tiffney reviewed the FY11 revenue budget model with the conservative revenue and expenditure assumptions. She then reviewed three separate cash flow projections through June 30, 2011.

Tim led discussion regarding the possible need for a technology fee and explained that the current lab fee structure had been in place for years and is not adequately covering costs associated with providing labs. A recommendation will be presented at the March 1 board meeting. The college has utilized Perkins and other grant funds to help offset the costs associated with some labs. In the last North Central report, they were concerned about the sustainability of technology and without grant funding, the college doesn't have anything else in place to help subsidize that.

The possible need to increase tuition was discussed and what other community college districts are doing. The question of setting variable tuition rates for particular courses was raised as was whether including some lab fees into tuition rates for certain courses so that Pell and/or MAP would cover for the students.

From the budget models presented, CFO Tiffney Ryan has projected that a minimum of 1.2 million needs to be cut out of the FY2011 budget.

Cash flow scenarios were presented with the assumption that the college received no more state payments at all. As the administration does not believe this will actually happen, it's being presented to show where the holes are for FY2011. Guy Alongi and Bruce Bennett have both told us that we should receive our third quarter base operating payment by May 2010. If this money comes in the college won't have to start borrowing until the month of June in order to meet payroll and bill payments. Bill payments are currently running 30 days behind and could run up to 60 days behind depending of receipt of additional funds. Tiffney reviewed the college's legal debt margin and stated that she will be bringing financial options to the Board in May or June for approval.

Guy Alongi spoke on pending legislation to raise what a college can issue in working cash and that the bill (SB2615 sponsored by Senator Forby) will be run next week. The bill has bi-partisan support and is expected to pass. There is also an attached amendment to this bill which will allow community college districts to establish a line of credit with a lending institution. He also reported that it is possible that additional money may be released in the next few days to community colleges (for SCC \$471,000 third quarter base operating payment). Guy stated that it was his opinion that the best the college can expect to receive from the state next year is 50-75%. The ICCB is working with the ICCTA and Presidents Council to schedule a meeting with the state comptroller's office and they will be requesting that state payments be based on need first.

Tiffney presented what borrowing options are available right now without having to rely on legislation. She is working with Mark Johnson on one option (revenue anticipation notes). Revenue anticipation notes have to be paid back in 12 months. Revenue anticipation notes do not improve cash flow – money received from state has to be used to pay off notes.

The Board was to consider forming a financial committee of the board who could meet periodically with Larry, Tiffney, and the vice presidents.

Break 9:35 a.m. – 9:43 a.m.

Dr. Peterson presented non-personnel reductions and asked Carolyn to address the findings of the new scholarship review committee to date. Carolyn spoke stated that the committee was charged with reviewing current scholarships awarded (approximately 384) and the costs associated with this in terms of

tuition and fee revenues and cost to the bookstore for providing books. The committee developed 3 plans that she presented.

Plan A – FY2011:

Honor current scholarships and reduce the number where possible.

Plan B – FY2012:

Tuition only (scholarships recipients would pay for fees and books) except for the following: valedictorian, salutatorian, award of excellent, SCC, Honor's Escrow, and Trustee. Scholarship recipients will be charged for consumables: workbooks, lab books, telecourse packets, and telecourse DVD rental.

Plan C – FY2012:

Flat monetary award to scholarship recipients per semester (Example: scholarship recipients would receive up to \$2,500 toward their tuition – summer \$500, fall \$1,000; and spring \$1,000. The scholarship recipient will be responsible for fees and textbooks. Once selected, the scholarship recipient must designate in writing to accept or decline the scholarship. Once the recipient declines the scholarship will no longer be available.

Carolyn stated that Plan C could save about \$485,000. She also mentioned that there is a group working on an appropriation project through Rowland Burris' office that might help offset books, food vouchers and some fees.

The scholarships books are printed in September so this committee's recommendation on changes affecting the distribution of the booklet will be presented to the Board in June/July. Dr. Peterson stated that Carolyn is showing great leadership and that this committee will continue to meet and the Board will be kept informed. Once the Foundation emerges from current issues, we have to get the foundation back to a scholarship raising entity (not housing, bus) – refocus on scholarship dollars for our students to take pressure off the college/students.

Other non-personnel reductions:

- Advertising
- Athletics
- Capital Outlay
- Dual Credit
- Electronics.

Break 11:07 a.m. – 11:15 a.m.

#### PERSONNEL CUTS

Larry presented possible personnel cuts and how the duties would be absorbed within the college.

Break 1:38 p.m. – 1:44 p.m.

A motion was made by Dr. Richard Trampe and seconded by Mr. Don Patton to adjourn into executive session at 1:47 for the purpose of discussing the consideration of the extension, alteration, or compensation of employees' employment.

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  
Sumer Helton (advisory vote) - absent  
Results: 7 yeas, 0 nays, 0 abstentions, 0 absent. The Chairman declared the motion carried.

Mr. Don Patton left the meeting at 2:16 p.m.

A motion was made by Dr. Manul Goins and seconded by Mr. Wesley Wright to approve the minutes of the executive session held on February 20, 2010.

On roll call vote, the members voted as follows:  
Sumer Helton (advisory vote) - absent  
Ms. Cathy Belcher – yes  
Mr. Scott Farmer – yes  
Dr. Manul Goins – yes  
Mr. Don Patton – absent  
Ms. Maxine Russell – yes  
Dr. Richard Trampe – yes  
Mr. Wesley Wright – yes  
Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried

A motion was made by Mr. Wesley Wright and seconded by Mr. Scott Farmer to adjourn out of executive session at 2:27 p.m.

On roll call vote, the members voted as follows:  
Mr. Wesley Wright – yes  
Sumer Helton (advisory vote) - absent  
Ms. Cathy Belcher – yes  
Mr. Scott Farmer – yes  
Dr. Manul Goins – yes  
Mr. Don Patton – absent  
Ms. Maxine Russell – yes  
Dr. Richard Trampe – yes  
Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Mr. Scott Farmer and seconded by Ms. Cathy Belcher to adjourn.

On roll call vote, the members voted as follows:  
Dr. Richard Trampe – yes  
Mr. Wesley Wright – yes  
Sumer Helton (advisory vote) - absent  
Ms. Cathy Belcher – yes  
Mr. Scott Farmer – yes  
Dr. Manul Goins – yes  
Mr. Don Patton – absent  
Ms. Maxine Russell – yes  
Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried

Respectfully Submitted,

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Ms. Cathy Belcher, Secretary

ATTEST:

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Mr. Wesley Wright

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Mr. Don E. Patton

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Mr. Scott Farmer

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Ms. Maxine Russell

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Dr. Manul Goins

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Dr. Richard Trampe

CONFIDENTIAL

BOARD OF TRUSTEES  
OF COMMUNITY COLLEGE DISTRICT NO. 531  
COUNTIES OF UNION, ALEXANDER, MASSAC, PULASKI,  
JOHNSON, AND JACKSON  
IN THE STATE OF ILLINOIS  
EXECUTIVE SESSION

An executive session of the Board of Trustees of Shawnee Community College was held on February 20, 2010, at 1:47 p.m. at the Shawnee Community College Board Room for the purpose of discussing:

1. Consideration of extension, alteration, or compensation of employees' employment.

BOARD MEMBERS:

Ms. Cathy Belcher - present  
Mr. Scott Farmer - present  
Dr. Manul Goins - present  
Mr. Don Patton - present  
Ms. Maxine Russell - present  
Dr. Richard Trampe - present  
Mr. Wesley Wright - present  
Sumer Helton, Student Trustee - absent

Also present: Dr. Larry Peterson, President

The Board discussed extension, alteration, or compensation of an administrator' employment.

Don Patton left Executive Session at 2:16 p.m.

Executive session adjourned at 2:27 p.m.

Submitted By:

Cathy Belcher  
Cathy Belcher, Secretary

ATTEST:

Wesley Wright  
Wesley Wright

Maxine Russell  
Maxine Russell

Richard Trampe  
Richard Trampe

Manul Goins  
Manul Goins

Scott Farmer  
Scott Farmer

Don E. Patton  
Don E. Patton