

**REGULAR MEETING  
OFFICE OF SHAWNEE COMMUNITY COLLEGE  
8364 SHAWNEE COLLEGE ROAD  
ULLIN, ILLINOIS  
November 15, 2011**

A regular meeting of the Board of Shawnee Community College District No. 531 was held on November 15, 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  
Dr. Manul Goins  
Mr. Don E. Patton  
Mr. Wesley Wright  
Ms. Kendra Simpson (student trustee)

Absent

Ms. Maxine Russell (absent at roll call)  
Dr. Richard Trampe

Others Present

Dr. Larry Peterson, President  
Mark Johnson, Attorney  
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  
Ruth Smith, Instructor  
Craig Bradley, PTK Sponsor/Instructor  
Greg Legan, Foundation Director  
Robert Odum, Auditor  
Mike Fitzgerald, Director of Anna Center  
John Sparks, Coach/Fitness Center Supervisor

A motion was made by Ms. Cathy Belcher and seconded by Mr. Scott Farmer to approve the consent agenda as follows:

- A. Minutes of regular meeting of October 3, 2011
- B. Consideration of Treasurer's Report
- C. Approval of Bills

Education Fund	\$813,823.45
Building Fund	156,843.77
Restricted Bldg. Fund	5,820.00
Bond and Interest Fund	0.00
Auxiliary Enterprises Fund	62,291.52
Restricted Purposes fund (Grants)	169,608.09
Restricted Purposes - FWS	9,590.07
Restricted Purposes - PELL	7,294.00
Restricted Purposes - SEOG	27,797.59
Trust and Agency Fund	5,471.57

Audit Fund	10,000.00
Liab. Prot. Settlement Fund (TORT)	41,407.61
<b>GRAND TOTAL</b>	<b>\$1,309,947.67</b>

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 - absent

Dr. Richard Trampe - absent

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Results: 6 yeas, 1 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Mr. Wesley Wright and seconded by Ms. Cathy Belcher to approve the addendum to the Education Fund to make an interfund loan from the education fund to the restricted purposes fund to cover shortage of funds.

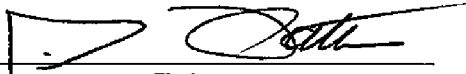
**SHAWNEE COMMUNITY COLLEGE**

**ADDENDUM TO EDUCATION FUND**

November 14, 2011

<u>Date</u>	<u>Vendor</u>	
9/30/11	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$50,000.00

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

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

11-15-11  
Date

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 - absent

Dr. Richard Trampe - absent

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Results: 6 yeas, 1 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

### **Faculty Report**

Ruth Smith reported:

- Susan Woolridge took seven students from her abnormal psychology class to Choate Mental Health Center for a presentation and tour of the facility.
- SCC had another successful fall musical performance. All day time matinees were sold out and the evening performances were nearly sold out. Great performances overall. A neat thing this year was the return of Dr. Jack Hill to the stage. The former President of SCC reprised his role of President Franklin Roosevelt that he played in our 1997 production of Annie.
- The Social Work Club and Future Teachers Organization are hosting a food drive during November to benefit the Backpack Buddies Programs in our area schools. This program provides low income students with a backpack of food that can be readily eaten over the weekend. Many schools in our area have adopted this program and have a need for individually wrapped items to share with children in need. Social Work and Education Majors will deliver the collected items to the schools by November 30.
- Sharon Walker will be presenting training to Egyptian School paraprofessionals on November 16 during a teacher in-service for professional development.
- Tony Gerard presented at the Educators Conference on Frontier Alabama. He presented three lectures entitled "Using Living History Interpretation in the Class Room", "The Myth of a Conservation Ethic Among Native Americans", and "Rattlesnakes and White Guys-18<sup>th</sup> Century Attitudes, Encounters, and Uses". In addition, he gave educational history programs to over 10,000 students over the weekend.
- SCC's reptiles were used on October 15<sup>th</sup> by Cypress Creek's AmeriCorps volunteer Jodi DeLaney to make a presentation at the Sustainable Living Expo.
- Tony Gerard displayed SCC reptiles at the Cypress Creek Refuge open house on October 22. Over 100 people were in attendance.
- The SCC Field Biology Class traveled to Ozark Underground Laboratory near Columbia, MO. Highlights of the trip included a tarantula found crossing the road and the wild cave exploration, complete with Blind Cave salamanders.
- Math instructor, Roberta Christie attended an American Mathematical Association of Two-Year Colleges Conference in Austin, Texas, November 10-13. She received a scholarship to help pay for her travel and conference registration.
- Alyce Giltner served as a judge on a marketing project for Ms. Kay Rothschild's marketing class from Five County Regional Vocational System. The students consisted of high school juniors and seniors and were divided into two groups for the project. Each group had to create a power point presentation and make an oral presentation regarding the importance of how marketing affects all of our lives.
- Phyllis Sander accompanied Phi Beta Lambda members to the Fall Seminar Series at McKendree College in Lebanon, Illinois. PBL members participate in leadership workshops and career-building practicums.

- Phyllis Sander attended the SCC Fall counselor's retreat and presented on the opportunity for an SCC pilot group of students to test and obtain IC3 certification.
- Ruth Smith attended an education forum hosted by the Performance Evaluation Advisory Council at Marion High School. As ISBE pushes forward on revamping teacher and principal evaluations systems, it is looking for teacher and administrator feedback. Educators are being given the opportunity to give input on key issues such as: 1) How much weight should student test scores have? 2) What assessments should be used? 3) How often should teachers' classroom performance be evaluated? 4) What kind of training should evaluators have? The new evaluation systems, the result of the 2010 performance Evaluation Reform Act, will provide teachers and principals with clear and consistent standards, more constructive feedback, and stronger professional development. The systems will combine multiple measures of student academic growth and professional practice. Districts will have a chance to develop all or parts of their new evaluations or choose to use a new state default model. The new evaluations will be phased in between the 2012 and 2016 school years.
- Sherrie Malone and Phyllis Sander attended the Illinois Business Associate Conference in Effingham. Sherrie and Phyllis each chaired sessions on emerging technology.
- Nancy Gammons was nationally certified as an AHIMA-approved ICB-10-CM/PCS trainer. This national certification is offered by the American Health Information Management Association in preparation for the change to the new diagnoses coding system which is to become effective October 2013. ICD-10/CM/PCS is being used in all other major countries – the United States is the last country to adopt ICB-10-CM/PCS due to insurance industry constraints. Ms. Gammons was required to complete two online courses in the summer, three days of training in St. Louis, and 6 weeks of intense study of the ICD-10-CM/PCS principles and coding applications to case studies. The final step was to complete an online assessment consisting of 100 medical record case studies applying ICD-10-CM/PCS codes. At the present time, there are only 800 coders in the United States who have accomplished all of the above and completed the final assessment in order to be certified as a national trainer and listed on the AHIMA website registry.
- Nancy Gammons attended the Southern Illinois Business Education Association fall meeting in Carbondale. A presentation was made by Candy Eastwood and Gabriele Farmer entitled "Give Your Students an Edge in the Workforce with Software Certification."
- The SAAC has worked with faculty to complete FY2010 and FY2011 assessment cycles so that final annual reports could be written and included in the current report to the Higher Learning Commission (copy distributed). FY2012 assessment is in progress for all programs. Faculty will meet in the upcoming months to write their program assessment plans for FY2013.
- The SAAC organized the 5<sup>th</sup> annual faculty assessment in-service, which was held ROE day at the Anna Extension Center. The agenda for the day included:
  - Group discussion about student success at SCC. The questions addressed were:
    - What is SCC doing to help students succeed?
    - What is SCC doing that is not helping students to be successful?
    - What changes can SCC make without lowering standards? (the compilation of faculty responses to those questions was distributed).
  - Dr. Renea Akin, of West Kentucky Community and Technical College gave a presentation on curriculum mapping.
  - Began creation of curriculum maps for academic departments to ensure that SCC's core competencies and departmental objectives are being addressed throughout individual programs.

## **Vice-Presidents' Reports**

Tim Bellamey reported:

- The Small business Development Center has recently become a Certiport Testing Center. Working in conjunction with Phyllis Sander, the center became certified to offer the Microsoft Office Specialist Certification, the IC3-Computer Competency Certification, which we are currently piloting with 20 business students, and Quickbooks certification. By becoming a Certiport Testing Center, it has enabled the college to become a Performance Assessment Network (PAN) Center. PAN actually pays SCC to provide these assessment services. PAN provides testing services for: Dept. of homeland Security-Transportation Security Administration, Federal Bureau of Investigation, U.S. Postal Service, and many more private companies. SCC is the only testing center servicing Southern Illinois and Western Kentucky, there are centers in Centralia, IL and Cape Girardeau, MO. The college began providing the PAN testing in mid-October and in 10 days of testing, 27 assessments were complete and 6 no shows. Revenue for this two-week period was \$511.50. November has been very busy with 47 people having tested so far this month.
- Attended the Higher Learning Commission meeting that was part of Presidents Council. Sylvia Manning presented changes coming in the self-study/evaluation process. Two areas that will be targeted are dual credit and on-line/distance learning delivery. Under the new guidelines she stated that even with a clean report from the commission there will be follow-up report required for certain areas. The HLC is moving toward electronic report submissions and wanting the resource room to be electronic.
- Madrigal performances are December 2 and 3.

Carolyn Kindle reported:

- Pell check disbursements were made totaling \$2,372,782.
- The Early Alert System fielded 234 referrals as of 10/25/11. Ninety-three students received tutoring and other students counseling.
- October was a busy month for student services: SCC Day – 514 students; Transfer Day – 8 universities; Fall Fest - \$162.00 raised for student emergency fund; Blood Drive.
- Craig Bradley reported on College Completion Campaign kick off and plans to continue the campaign.
- Carolyn will be attending a conference on completion for the next two days.
- Distributed a schedule of FAFSA completion nights – financial aid staff will be available to assist student in completing their FAFSA (financial aid application forms).

Tiffiney Ryan reported:

- Bids for security camera upgrade are completed and will be bringing those to the December meeting for approval.
- Tiffiney, Pat and Brandy attended a SURS meeting and received updated information on 6% issues, SURS financial position, new website changes, and new reporting requirements.
- State funding: the State of Illinois currently owes the college 1.4 million dollars from FY11 and 1.2 for FY12. Dr. Peterson addressed comments by Ellen Andres (ICCB) and by a lobbyist for Rend Lake College regarding the bleak picture for receiving additional state money.

## **Student Trustee Report**

Kendra Simpson reported:

- Thirty-one units were drawn at the October 19 Blood Drive sponsored by the Student Senate.
- Reported on her attendance at the Student Advisory Council meeting and roundtable and committee discussions she participated in. The group also discussed ways to raise funds to support Veterans.

Maxine Russell arrived 6:00 p.m.

## **Foundation Report**

Greg Legan reported:

- At the October annual meeting, the Foundation retained their slate of officers for the upcoming year: John Price, President; Daryl Clark, Vice-President, and Dale Bishop, secretary.
- The veteran's group is raising money for Pennyroyal upfront costs and everything is still moving ahead with the housing project.

## **ICCTA Report**

Don Patton reported:

- ACCT congress was held this year in Dallas, Texas. Participants from the Board of Trustees included Dr. Manul Goins, Ms. Cathy Belcher, and Don Patton. Don, Cathy, and Manul each gave reports on sessions they attended.
- On October 20, SCC hosted the Southeast Regional Trustees Meeting. Colleges in attendance included John A. Logan, Southeastern Illinois, Rend Lake and the host SCC. Mike Monaghan was the speaker for the evening.
- The Board of Representative of ICCTA met in Chicago November 10-11 for meetings and seminars. Highlights included hearing from the new ICCB Board Chair Alexi Giannoulas; Legan Updates on the Open Meeting Act, Freedom of Information Act, Performance Based Funding, and Pension Reform.

## **President's Report**

Dr. Peterson reported:

- Updated on the IGEN grant – missed opportunity that he took responsibility for but has been told there will be other opportunities for SCC to benefit from this grant. He has a meeting scheduled with Georgia Costello, co-chair of the IGEN grant and president of Southwestern Illinois College. He will keep the Board posted.
- Working on another grant opportunity for Medical Records Technician that will help students with tuition, fees, and books.
- Distributed information from the President's Council meeting on National completion Agenda, concerns with part-time enrollment/Pell grant awards, and small and rural college initiative.
- At President's Retreat met with Terry Bruce and Terry Ludwig regarding performance based funding and funding formula – "There will be losers in performance based funding" "enrollment and performance based funding will go hand in hand". Also was told that Fy2013 will be an extremely challenging year for education.
- Reported on attendance at Mississippi Delta Caucus – strong link between Department of Education and Department of Labor; more talk about combining literacy and job training programs – will be putting together a coalition of higher education organizations from within the Delta Caucus.
- The College's Dual Credit Program was featured on Channel 3 – A Class Act" – this is an important program for our families in our district.
- No action on pension reform and probably nothing will occur on November 29<sup>th</sup> either.
- Distributed his goals to accomplish for his remaining time here: Attend President's Council meetings, Attend Workforce Development Committee meetings, Initiate and complete construction project by October 2012, Finalize undergraduate research partnership wit SIU, Finalize NSF grant participation with College of Science at SIU, review and restore scholarships with Scholarship Committee to aid in enrollment growth, increase participation wit IGEN where possible, attend Diversifying Faculty in Illinois committee meetings, continue to facilitate foundation proceedings, complete restructuring of SICCM financial procedures.

A motion was made by Mr. Scott Farmer and seconded by Ms. Cathy Belcher to approve the FY2011 audit as presented.

On roll call vote, the members voted as follows:

Dr. Richard Trampe - absent

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: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Mr. Don Patton to adopt the resolution authorizing Shawnee Community College's participation in Federal Surplus Property program as attached.

**RESOLUTION FOR PARTICIPATION IN  
STATE OF ILLINOIS  
FEDERAL SURPLUS PROPERTY PROGRAM**

( County of Pulaski  
( STATE OF ILLINOIS

WHEREAS, Shawnee Community College has limited fiscal resources available for the procurement of heavy-duty construction equipment, vehicles, commodities, and other property; and

WHEREAS, the State of Illinois' Federal Surplus Property Program offers a variety of surplus property at approximately 5-25 percent of the acquisition value, effectively reducing program costs by acquiring items that have been used to their life expectancy or property that must be replaced for safety or economic reasons; and

WHEREAS, Shawnee Community College agrees to the following terms and conditions: to use the surplus property only in the official program which it represents; and upon receipt, agrees to place the surplus property into use within one year; and it agrees that the property shall be used for a period of one year (certain items, eighteen months); that it agrees it will not sell, loan, trade, or tear down the property without written consent from the State of Illinois; and

WHEREAS, Shawnee Community College understands that surplus property must be used in an authorized program and that personal use or non-use of surplus property is not allowed;

THEREFORE, WE THE ELECTED OFFICIALS of Shawnee Community College do hereby consent and decree that Shawnee Community College is authorized to participate in the State of Illinois Federal Surplus Property Program.

Trustee: [Signature]

Trustee: [Signature]

Trustee: [Signature]

Trustee: [Signature]

Trustee: \_\_\_\_\_

Trustee: [Signature]

Chairman: [Signature]

Subscribed and sworn to me this 15<sup>th</sup> day of Nov., 2011

Clerk: [Signature]

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes  
Dr. Richard Trampe - absent  
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: 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 Ms. Cathy Belcher to approve the property/Casualty/Liability insurance bid with Indiana Insurance in the amount of \$77,967.00 and to approve the Earthquake Insurance bid with Lloyds of London/RSUI in the amount of \$56,671.00 and the Worker's Compensation Insurance bid with Technology Insurance in the amount of \$46,969.00.

On roll call vote, the members voted as follows:

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

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

Mike Fitzgerald made a presentation to the Board regarding his proposal for the college to switch to Division for all athletic programs. They are not requesting any additional funds; it will be a 2-year commitment, and a travel savings to students for more emphasis on academics.

A motion was made by Mr. Wesley Wright and seconded by Mr. Scott Farmer to switch to Division I for all athletic program.

On roll call vote, the members voted as follows:

Dr. Manul Goins - yes  
Mr. Don Patton - no  
Ms. Maxine Russell - yes  
Dr. Richard Trampe - absent  
Mr. Wesley Wright - yes  
Ms. Kendra Simpson - yes (advisory vote)  
Ms. Cathy Belcher - yes  
Mr. Scott Farmer - yes

Results: 5 yeas, 1 nay, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Mr. Wesley Wright to adjourn into executive session at 7:00 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 Executive Secretary II.
3. Consideration of resignation of management level employee.
4. Consideration of extension, alteration, compensation, or performance of employees' employment.
5. Consideration of items that may lead or have lead to litigation.
6. Consideration of items concerning presidential search including possible contract with consultant.

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 - absent

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Ms. Cathy Belcher and seconded by Mr. Wesley Wright to adjourn out of executive session at 7:50 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 - absent

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

A motion was made by Ms. Maxine Russell and seconded by Ms. Cathy Belcher to approve the minutes of the executive session held on November 15, 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 - absent

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. Don Patton to ratify the employment of part-time staff to cover the necessary work assignments for the fall semester 2011.

Armstrong, Lori	Assessment Committee	\$250.00
Corbit, Rebecca	BIO 0212 Moodle Conversion Stipend	\$750.00
Dillow, Rhonda	MAT 0046 65 MAT 0116 95N	\$1,875.00 \$2,500.00
Fontana, Sandy	Assessment Committee	\$250.00
Johnson, Angie	Assessment Committee	\$250.00
Kessel, Ruth	FOS 0132 01	\$312.50
Smith, Ruth	Assessment Coordinator	\$900.00
Warren, Kimberly	Health Occupations CPR Instructor	\$20.35/hourly rate

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. Manuel Goins - yes  
Mr. Don Patton - yes  
Ms. Maxine Russell - yes  
Dr. Richard Trampe - absent

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. Maxine Belcher to employ Ms. Lora Clark as Registrar at an Executive Secretary II for the Education Talent Search Program at an annual salary of \$24,341 with an effective date to be determined.

On roll call vote, the members voted as follows:

Dr. Richard Trampe - absent  
Mr. Wesley Wright - yes  
Ms. Kendra Simpson - yes (advisory vote)  
Ms. Cathy Belcher - yes  
Mr. Scott Farmer - yes  
Dr. Manuel Goins - yes  
Mr. Don Patton - yes  
Ms. Maxine Russell - 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 approve the resignation of Mr. Robert Eggertsen, IDOC Career Preparation Specialist/Instructor effective December 31, 2011.

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes  
Dr. Richard Trampe - absent  
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: 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.

On roll call vote, the members voted as follows:

Mr. Don Patton - yes

Ms. Maxine Russell - yes

Dr. Richard Trampe - absent

Mr. Wesley Wright - yes

Ms. Kendra Simpson - yes (advisory vote)

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manul Goins - yes

Results: 6 yeas, 0 nays, 0 abstentions, 1 absent. The Chairman declared the motion carried.

Respectfully Submitted,



Dr. Manul Goins, Secretary

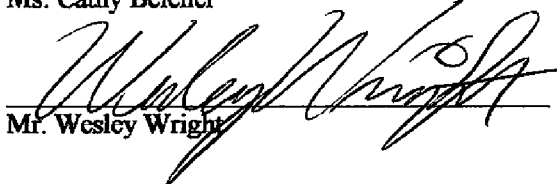
ATTEST:



Ms. Maxine Russell



Ms. Cathy Belcher



Mr. Wesley Wright

\_\_\_\_\_  
Dr. Richard Trampe



Mr. Don E. Patton