

**PUBLIC HEARING - BUDGET
OFFICE OF SHAWNEE COMMUNITY COLLEGE
8364 SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
September 6, 2011**

A public hearing on the FY12 budget for Shawnee Community College district No. 531 was held on September 6, 2011. The hearing was called to order by Chairman Don E. Patton. The roll call was as follows:

Present

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

Absent

Mr. Scott Farmer
Dr. Richard Trampe
Mr. Wesley Wright
Ms. Kendra Simpson (student trustee)

Others Present

Dr. Larry Peterson, President
Mark Johnson, Attorney
Tiffiney Ryan, Chief Financial Officer
Beth Darden, Exec. Admin. Assistant to President & Board / Human Resource Officer

No member of the community attended the hearing and there were no public comments.

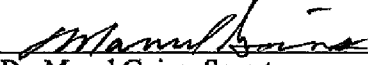
A motion was made by Ms. Maxine Russell and seconded by Ms. Cathy Belcher to adjourn the public hearing.

On roll call vote, the members voted as follows:

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

Results: 4 yeas, 0 nays, 0 abstentions, 3 absent. The Chairman declared the motion carried.

Respectfully Submitted,




Dr. Manul Goins, Secretary

ATTEST:

Mr. Wesley Wright



Ms. Maxine Russell




Ms. Cathy Belcher

Mr. Scott Farmer



Dr. Richard Trampe



Mr. Don E. Patton

**REGULAR MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
8364 SHAWNEE COLLEGE ROAD
ULLIN, ILLINOIS
September 6, 2011**

A regular meeting of the Board of Shawnee Community College District No. 531 was held on September 6, 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
Ms. Maxine Russell
Dr. Richard Trampe
Mr. Wesley Wright
Ms. Kendra Simpson (student trustee)

Absent

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
Greg Legan, Foundation Director
Chris Vellella, Instructor/SCEA President
Mike Fitzgerald, Athletic Director

A motion was made by Ms. Cathy Belcher and seconded by Ms. Maxine Russell to approve the consent agenda as follows:

- A. Minutes of regular meeting of August 1, 2011
- B. Consideration of Treasurer's Report
- C. Approval of Bills

Education Fund	\$989,974.85
Building Fund1	104,345.77
Restricted Bldg. Fund	0.00
Bond and Interest Fund	0.00
Auxiliary Enterprises Fund	200,366.36
Restricted Purposes fund (Grants)	143,981.43
Restricted Purposes - FWS	6,469.10
Restricted Purposes - PELL	81,849.00
Restricted Purposes - SEOG	0.00
Trust and Agency Fund	2,720.44
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	88,160.62
GRAND TOTAL	\$1,617,867.57

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes

Mr. Scott Farmer - yes

Dr. Manuel 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 Ms. Cathy Belcher to approve the addendum to the Education Fund to make an inter fund loan from the education fund to the restricted purposes fund to cover shortage of funds (\$60,000).

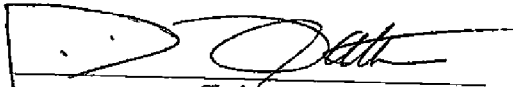
SHAWNEE COMMUNITY COLLEGE

ADDENDUM TO EDUCATION FUND

September 6, 2011

<u>Date</u>	<u>Vendor</u>	
6/30/11	Shawnee Community College Restricted Purposes Fund Ullin, IL 62992	\$60,000.00

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



Chairman



Secretary

9-6-11
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:

- Sharon Walker and the Shawnee Community College Teachers Organization hosted a School Supply Drive and have delivered bundles of supplies to 11 area public schools. There was a generous response to the drive this year from faculty/staff/administration.
- Roberta Christie participated in a phone conference in August with members of the Developmental Education Advisory committee to discuss three projects that the Illinois Mathematical Association of Community Colleges is completing for them.
- Tony Gerard gave a reptile presentation to an international Rotary groups which consisted of 32 people. The group included international students and their sponsors. He also gave a reptile program at the Wetlands Visitor Center followed by a hike to heron pond. Approximately 50 people attended the program and 18 went on the hike. SCC's reptiles were utilized in both programs.

Vice-Presidents' Reports

Tim Bellamey reported:

- The fall semester is off to a good start and only a very few number of classes had to be cancelled. The late start schedule begins September 12 and enrollment in those classes is good.
- In the adult education department: CCR classes have begun with approximately 60 students enrolled; the adult education staff and Talent Search staff will be conducting the ACT prep classes for all high schools (approximately 180 students); and approximately 100 Honeywell employees are being recertified in CPR/First Aid.

Carolyn Kindle reported:

- The semester has begun smoothly and current enrollment figures show a 9% decrease day to day figures (distributed enrollment reports) – telecourses and internet is up mainly because people are having to work more hours/jobs. Also had a listing of other community colleges and several of them are also looking at flat to decreased fall enrollments.
- Eighty percent of SCC students receive some form of financial aid.
- The tutoring lab is already extremely busy with 80 students receiving tutoring. The Center staffs three professional tutors plus eight peer tutors.

Tiffiney Ryan reported:

- The funding formula is being discussed at ICCB and the Presidents' Council and a committee will be suggesting changes to the formula.
- Will be participating in a conference call tomorrow regarding performance based funding.
- Working with electrical engineers for additional security cameras. And will be adding cameras to areas that currently aren't covered. Paul Echols arranged a tour of the new Carbondale Police Department and their security camera system which was very helpful.

- Approximately 2 million is still owed to SCC by the state (FY11 funds). The college has been receiving current payments for FY12 from the state.

Student Trustee Report

Kendra Simpson reported:

- Student Senate elections will be held September 23rd for freshman members.
- The Student Senate is beginning to plan fall events: Flood Drive on October 19 and Fall Fest on October 26.
- The Student Senate and PTK members are teaming up to conduct a "Community College Completion Campaign".

ICCTA Report

Don Patton reported:

- ICCTA will meet this week in Springfield for their educational seminar and board of representatives meeting. The topic, after the luncheon on Friday, is the State Universities Retirement Systems followed by committee meetings that night. The Board of Reps will meet on Saturday morning.
- The Southeast Regional Trustees meeting will be hosted by Shawnee Community College on October 20th. The meeting will start at 6:00 p.m.

President's Report

Dr. Peterson reported:

- Distributed two documents (1) community college research and (2) performance based funding.
- State finances still a major concern for the future. The Governor is planning to address the budget shortfall which could be in the hundreds of millions of dollars. Could result in state facilities closing and the layoff of thousands of state employees. Areas hardest hit could be corrections, juvenile justice, and human services.
- Tim will be attending the Presidents' Council this week as Larry will be in Washington DC.
- Introduced Mike Fitzgerald who updated the board on athletic insurance and the use of trainers for our athletes and athletic events. Mike also updated the Board on the college's participatoin in the new conference. Last year there were 68 rostered athletes and 29 made all conference (3.25 or above grade point average) and 11 were named to the Academic All American Athletic Association.

A motion was made by Mr. Scott Farmer and seconded by Dr. Richard Trampe to approve the changes to college policy #8370 – Tuition Waivers as attached.

CURRENT POLICY

TUITION WAIVERS

8370

Tuition waivers shall be given to disabled veterans and persons 60 years of age and older who reside in the State of Illinois.

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received. Community education courses have no tuition charge, but appropriate fees are charged.

With written approval by the College President, tuition and fees shall be waived for:

1. Full-time Shawnee Community College employees, their spouses and their dependent children. Dependent children are defined as unmarried children under the age of twenty-one (21) living in the household of the eligible employee.
2. Special programs and courses for governmental or community-based agencies that are offered in agency facilities using agency equipment at no cost to the College and which deal with matters of public safety or community welfare providing the value of the facility and equipment usage fees being waived by the agency is roughly equivalent to the value of the tuition and/or fees to be waived by the College.
3. Up to four hours of college credit for currently employed adjunct faculty members who have taught a minimum of five (5) years, their spouses, and their dependent children. Dependent children are defined as unmarried children under the age of twenty-one (21) living in the household of the eligible employee.
4. Students enrolled in courses for dual credit when the course is taught on the premises of an accredited high school within the college district and taught by a qualified teacher employed by the school district. To qualify for the tuition and fee waiver, the student must meet admission criteria and eligibility requirements for the course prescribed by the college.

Tuition waivers provided shall apply only to those courses offered by the Board which are approved for State credit hour funding. Courses that are taken with tuition waived may not be counted for purposes of advancement on the salary schedule.

For full-time employees, textbooks required for courses eligible for tuition waivers shall be loaned to the aforementioned persons without charge if said textbooks are returned to the bookstore in the same condition in which they were received. Required workbooks and other consumables must be purchased.

PROPOSED POLICY -- CHANGES IN BOLD

TUITION WAIVERS

8370

Those individuals who are allowed tuition waivers shall be required to pay any appropriate fees. Tuition is defined as money which is collected for the general support of the College's instructional operation; fees are defined as money which is collected by the College that is designated for specific professional services received. Community education courses have no tuition charge, but appropriate fees are charged.

Tuition waivers provided shall apply only to those courses offered by the Board which are approved for State credit hour funding. Courses that are taken with tuition waived may not be counted for purposes of advancement on the salary schedule.

1. **Disabled Veterans/Senior Citizens:** Tuition waivers shall be given to disabled veterans and persons 60 years of age and older who reside in the State of Illinois. Non-credit course fees are not waived.
2. **Full-time Employees/SURS Qualified Retirees:** Tuition shall be waived for all full-time employees and SURS qualified retirees of the District and members of their immediate family. Members of the immediate family shall be defined as the spouse and dependents of full-time employees who are under 24 years of age, not married, and currently reside in-district with either one or both parents, one of which is a full-time employee. However, a spouse or dependent who has been convicted of criminal conduct that would threaten staff or student health, welfare, or safety; or who was discharged for cause from district employment, shall not be entitled to a tuition waiver.

In the event of a full-time employee's death during their active employment with SCC, their dependents will be given a waiver of in-district tuition to be used during their college career if they are under 24 years of age, not married and currently reside in district. A spouse of a deceased full-time employee must use their tuition waiver within 6 years of the date of the death of the full-time employee.

For full-time employees, textbooks required for courses eligible for tuition waivers shall be loaned to the aforementioned persons without charge if said textbooks are returned to the bookstore in the same condition in which they were received. Required workbooks and other consumables must be purchased.

3. **Adjunct Faculty:** Up to four hours of college credit for currently employed adjunct faculty members who have taught a minimum of five (5) years, their spouses, and their dependent children. Dependent children are defined as unmarried children under the age of twenty-four (24) living in the household of the eligible employee.
4. **Dual Credit:** Students enrolled in courses for dual credit when the course is taught on the premises of an accredited high school within the college district and taught by a qualified teacher employed by the school district. To qualify for the tuition and fee waiver, the student must meet admission criteria and eligibility requirements for the course prescribed by the college.
5. **Special programs and courses:** Special programs and courses for governmental or community-based agencies that are offered in agency facilities using agency equipment at no cost to the College and which deal with matters of public safety or community welfare providing the value of the facility and equipment usage fees being waived by the agency is roughly equivalent to the value of the tuition and/or fees to be waived by the College.
6. **Discretionary tuition waivers:** Other types of tuition waivers may be granted for academic and athletic scholarships, special educational programs, partial tuition waivers and workshops, at the recommendation of the President of the college and Chief Financial Officer.

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

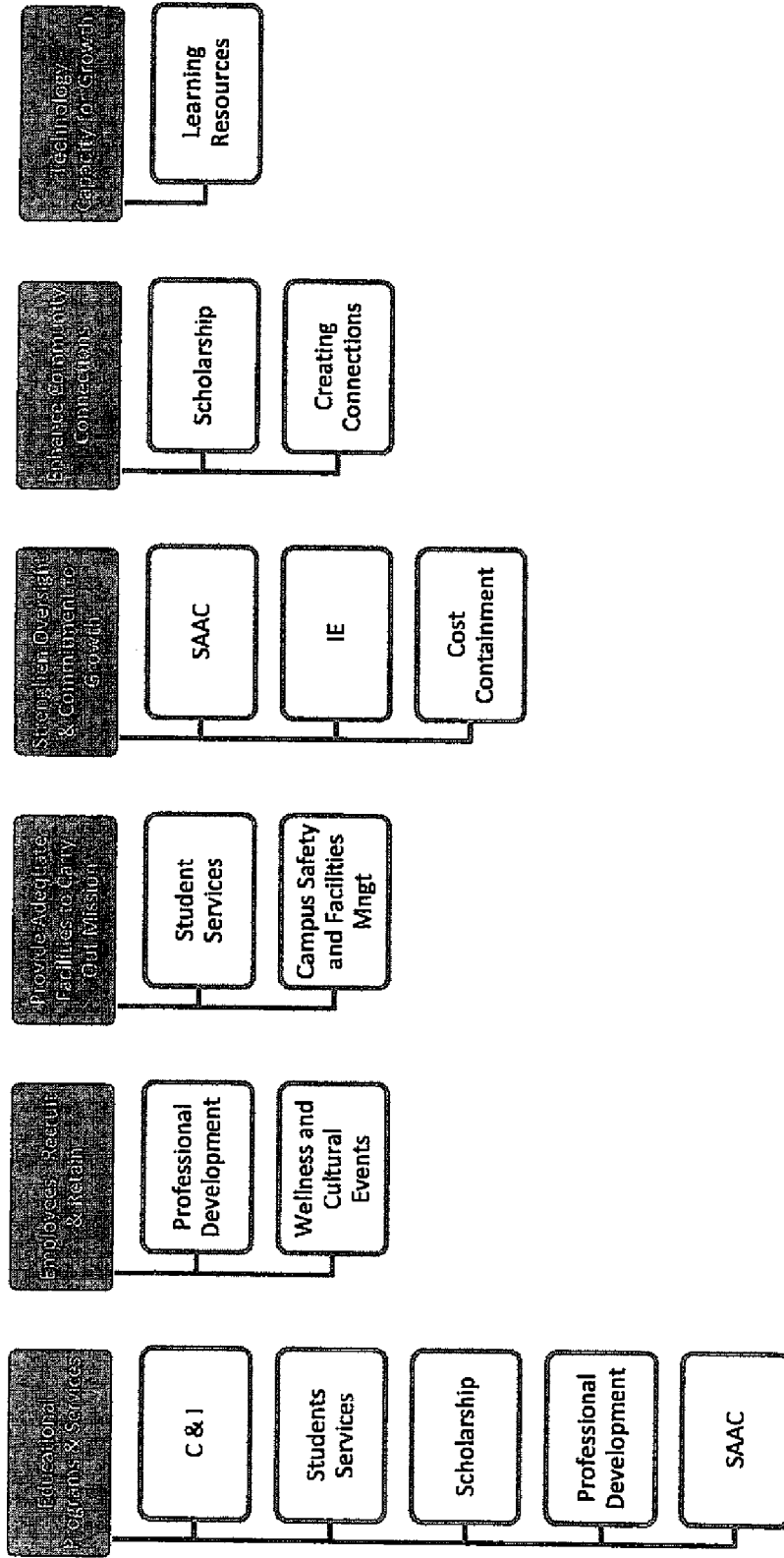
Ms. Maxine Russell - yes

Dr. Richard Trampe - yes

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

A motion was made by Ms. Maxine Russell and seconded by Dr. Richard Trampe to approve the changes to college policy #4220 – Committee Structure as attached.

College Council Advisory



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. Mamul 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 Mr. Wesley Wright and seconded by Mr. Scott Farmer to approve the changes to college policy #6110 – General Hiring Policy and Procedures as attached.

GENERAL HIRING POLICY AND PROCEDURE

6110

1. All full-time positions and salaries at the College will be considered for creation and elimination by the Board of Trustees. Part-time positions and salaries may be established by the College President within the approved budget and ratified by the board at the next regularly scheduled meeting.
2. All employees of the College district will be considered for appointment upon the recommendation of the President except for the legal counsel, auditor, and President. Should a recommendation be rejected by the Board, it shall be the duty of the President to make another nomination.
3. It shall be the responsibility of the President to insure that all candidates recommended for employment meet the qualifications established by the Board of Trustees and by statutes for the positions recommended.
4. All hiring shall be centralized in the personnel office that shall be advised of the existence of all vacancies.
5. All applications should be mailed or delivered to:
Human Resource Officer
Shawnee Community College
8364 Shawnee College Road
Ullin IL 62992

Establishment of Need

1. When a vacancy occurs in an existing and budgeted position, the President is authorized to approve the filling of the vacancy and shall direct the administrator for the division in which the vacancy occurs to prepare a Request to fill a Vacancy Form / Vacancy Announcement.
2. When a new position is created and approved by the board of Trustees on the recommendation of the president, the administrator responsible for the division in which the position is created shall prepare a request to Fill a Vacancy Form / Vacancy Announcement.
3. The Request to Fill a Vacancy Form / Vacancy Announcement must be reviewed by the Affirmative Action Officer for his/her concurrence that said qualifications are not discriminatory in nature.
4. After approval by the president and/or Board of Trustees to fill the vacancy, notification shall be given to the Personnel Officer to begin the recruitment/hiring procedures.

Recruitment Process

1. Once the personnel office is in receipt of the approved Request to Fill a Vacancy Form / Vacancy Announcement, distribution of the vacancy announcement will be disseminated as follows:
 - a. Recruitment for operational positions will be posted on campus prior to being released to the news media. If the vacancy is not filled after ten calendar days, the President may authorize the position to be advertised in area papers.
 - b. Post a vacancy announcement for all positions on bulletin boards located in the administrative area and lower faculty office area in Building "J" and L.
 - c. The vacancy announcement will be given to the Public Relations director department for immediate purchase of advertisement in appropriate media and placement on the college's website.
 - d. Forward to the placement service of the public universities in Illinois, Southeast Missouri State University, and Murray State University.
 - e. Forward to the Placement Service of all Illinois community colleges.
 - f. Forward to the placement service of institutions with high minority enrollments:
Fisk University, Nashville, TN 37203
LeMoyne-Owen College, Memphis, TN 38126
Lincoln University, Jefferson City, MO 65101
Philander Smith College, Little Rock, AR 72202
Tennessee State University, Nashville, TN 37203
Chicago State University, Chicago, IL
 - g. Notices may also be sent to national publications depending on the need for a national search.
Chronicle of Higher Education

Suite 700, 1255 23rd Street NW
Washington, DC 20037

Community College Week
10520 Warwick Avenue, Suite B-8
Fairfax, VA 22030

AACJC Careerline (in the Time-AACJC Publication)
One DuPont Circle, NW
Washington DC 20036

Selection Procedures

1. All applications shall be received by the Personnel Officer.
2. As candidates apply, the Affirmative Action Officer will send an Equal Opportunity Information Form to each candidate. The candidate's completion of this survey is voluntary.
3. The Administrator responsible for the division in which the position is created shall initiate an Affirmative Action Applicant Data Form.
4. A search/screening committee will be utilized for all full-time staff positions. Appointments to the search screening committee shall be as follows:
 - a. President/vice-President – Committee to be appointed by the Board of Trustees.
 - b. Management/Faculty – Committee to be appointed by the President and will include appropriate persons from throughout the college. The Vice-President of the division in which the vacancy occurs shall be a member of the committee and shall chair the committee unless otherwise directed by the President.

The committee's purpose shall be to screen, interview, and recommend the top three candidates unranked to the President for employment consideration.
5. If a sufficient number of applicants meeting the job qualifications are received, no fewer than five people shall be interviewed. Among those should be one (1) of the ethnic minority and one (1) female. (This information will be gathered by the affirmative action office through a voluntary Equal Opportunity Information Form)
6. From the review of the applications, the employing unit and/or the search committee will select for interview those applicants who meet the criteria for the position to the highest extent.
7. The Affirmative Action Applicant Data Form should be completed prior to conducting interviews and forwarded to the Affirmative Action Officer. The Affirmative Action Officer may examine all applicant credentials and may require an interview be arranged with the most qualified underrepresented applicant with comparable credentials as those applicants who are being interviewed, in accordance with the Affirmative Action Compliance Status Form, to further the college's Affirmative Action Program.
8. All candidates selected for an interview will be required to attend a meeting with the screening committee on campus. No interviews will be conducted via telephone.
9. The interview and appraisal process should be as objective as possible. When excessive reliance is placed upon subjective appraisals of an applicant's qualification, it is not uncommon to have discriminatory results. Therefore, the interview process should include questions that focus principally upon the applicant's professional background as it relates to the job qualifications and criteria. The employing unit must develop evaluation procedures that guarantee equal opportunity throughout the selection process. Evaluation procedures should include a ranking system for all candidates, based upon objective judgments of the applicant's professional qualifications in relation to the requirements for the position which were of the applicant's professional qualifications in relation to the requirements for the position which were specified in the vacancy announcement. Qualifications identified during the interview process that will bear upon the hiring decision should be noted by the interviewer. All objective criteria and rating sheets should be submitted to the Affirmative Action Officer.
10. Background investigations will be conducted on all applicants selected for interview. The investigative reports may include, but is not limited to; employment history, education, criminal records, credit history, motor vehicle records, personal references, and any data

- provided on the application, or during the interview process. The applicant will be asked to sign a Disclosure and Authority to Release Information form at the conclusion of the interview.**
11. After all interviews of applicants have concluded, an Applicant Evaluation Form should be completed in detail for each applicant file forwarded from the Personnel Office. Specific explanations must be provided enumerating objective, job-related reasons why a particular candidate was not interviewed, why a particular candidate was not recommended for hire, or why a particular candidate was recommended for hire.
 12. The responsible Vice-President or the President's designee shall recommend the most qualified applicant to the President for consideration. The recommendation will include at least three reference checks on each applicant being recommended for consideration and shall include references from at least two previous supervisors, if possible. The recommendation shall also summarize the experience and qualifications of the finalist along with a copy of his/her credentials.
 13. The President shall make a recommendation of employment to the Board of Trustees for consideration. In the case of Vice-President or Presidential vacancies, the Board of Trustees may, at its discretion, elect to be involved in the screening and employment process.

All forms referred to in this policy will be maintained in the appendix of the Board Policy Manual.

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

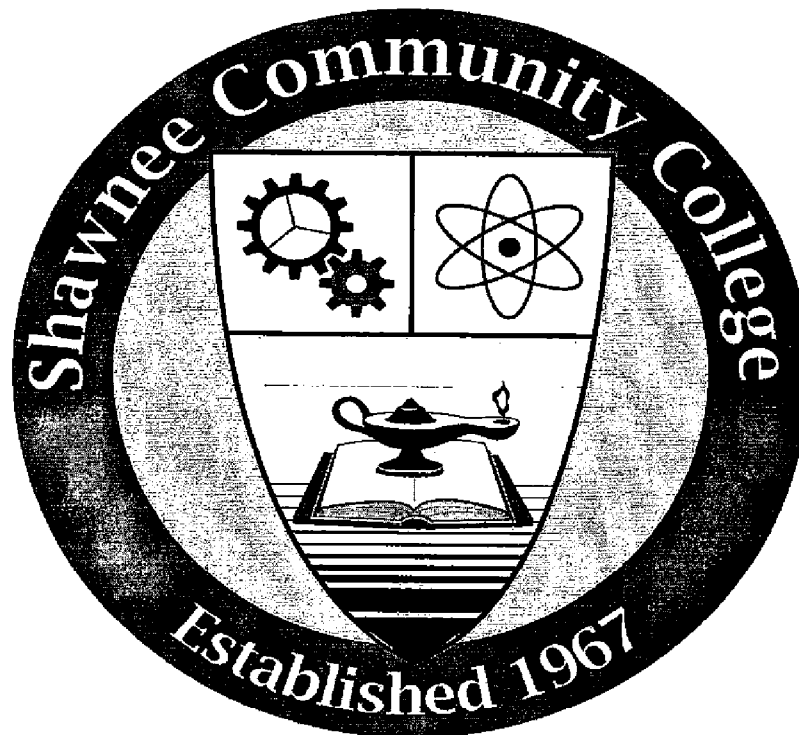
Mr. Don Patton - yes

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 Ms. Maxine Russell to approve the FY2012 budget as attached.

STATE OF ILLINOIS

COMMUNITY COLLEGE DISTRICT 531



ANNUAL BUDGET FOR FISCAL YEAR

2011-2012

Shawnee Community College
8364 Shawnee College Road
Ullin, IL 62992

Summary of Fiscal Year 2011-12 Budget by Fund

	General		Special Revenue		
	Education Fund	Operations and Maintenance Fund	Restricted Purposes Fund	Audit Fund	Liability, Protection and Settlement Fund
Beginning Balance	\$2,000,000	\$500,000	\$0	\$25,000	\$550,000
Budgeted Revenue	13,349,254	1,440,455	8,312,185	35,180	571,573
Budgeted Expenditures	(13,018,264)	(1,514,455)	(8,312,185)	(35,180)	(866,573)
Budgeted Transfers from (to) Other Funds	(330,990)				
Budgeted Ending Balance	\$2,000,000	\$426,000	\$0	\$25,000	\$255,000

	Debt Service	Capital Projects	Proprietary Operations and	Auxiliary Enterprises
	Fund	(Restricted)	Fund	Fund
Beginning Balance	\$660,000	\$1,704,158	\$558,000	\$558,000
Budgeted Revenue	1,707,291	250,529	1,194,000	1,194,000
Budgeted Expenditures	(1,707,291)	(1,954,687)	(1,525,990)	(1,525,990)
Budgeted Transfers from (to) Other Funds			331,990	
Budgeted Ending Balance	\$660,000	\$0	\$558,000	\$558,000

The official budget which is accurately summarized in this document was approved on 9/6/2011.

Attest: *Michael Davis*
 Secretary, Board of Trustees

Summary of Fiscal Year 2011-12 Estimated Revenues

District: Shawnee Community College

District No: 531

Year Ended: June 30, 2012

<u>Operating Revenues by Source</u>	<u>Education Fund</u>	<u>Operations and Maintenance Fund</u>	<u>Total Operating Funds</u>
Local government:			
Current taxes	\$1,034,110	\$546,101	\$1,580,211
Chargeback revenue	100		100
TOTAL LOCAL GOVERNMENT	<u>\$1,034,210</u>	<u>\$546,101</u>	<u>\$1,580,311</u>
State government:			
ICCB Credit Hour Grants	\$1,488,326	\$713,837	\$2,202,163
ICCB Equalization Grants	4,150,927		4,150,927
State Board of Education- Vocational Education	139,525		139,525
Corporate Personal Property Replacement Tax	245,000	105,000	350,000
TOTAL STATE GOVERNMENT	<u>\$6,023,778</u>	<u>\$818,837</u>	<u>\$6,842,615</u>
Federal government:			
Other	\$100		\$100
TOTAL FEDERAL GOVERNMENT	<u>\$100</u>		<u>\$100</u>
Student Tuition and Fees:			
Tuition	\$5,632,086		\$5,632,086
Fees	295,230		295,230
TOTAL TUITION AND FEES	<u>\$5,927,316</u>		<u>\$5,927,316</u>
Other sources:			
Sales and Service Fees	\$15,000		\$15,000
Facilities revenue		75,017	75,017
Investment revenue	10,100	0	10,100
Other sources	338,750	500	339,250
TOTAL OTHER SOURCES	<u>\$363,850</u>	<u>\$75,517</u>	<u>\$439,367</u>
TOTAL 2010-11 BUDGETED REVENUE	<u>\$13,349,254</u>	<u>\$1,440,455</u>	<u>\$14,789,709</u>
Less non-operating items*:			
Tuition chargeback revenue	\$100		\$100
ADJUSTED REVENUE	<u>\$13,349,154</u>	<u>\$1,440,455</u>	<u>\$14,789,609</u>

*Inter-district revenues that do not generate related local district credit hours are subtracted to allow for statewide comparisons.

Summary of Fiscal Year 2011-12 Operating Budgeted Expenditures

<u>By Program</u>	Education Fund	Operations and Maintenance Fund	Total Operating Funds	%
Instruction	\$5,536,092		\$5,536,092	37.25%
Academic Support	295,307		295,307	1.99%
Student Services	1,049,293		1,049,293	7.06%
Public Services	118,204		118,204	0.80%
Operation & Maint. of Plant		1,514,455	1,514,455	10.19%
Institutional Support	2,884,988		2,884,988	19.41%
Scholarship, Student Grants, & Waivers	3,033,380		3,033,380	20.41%
TRANSFERS	431,990		431,990	2.91%
Total 2010-11 Budgeted Expenditures	<u>\$13,349,254</u>	<u>\$1,514,455</u>	<u>\$14,863,709</u>	<u>100%</u>
ADJUSTED EXPENDITURES	<u>\$13,349,254</u>	<u>\$1,514,455</u>	<u>\$14,863,709</u>	
 <u>By Object</u>				
Salaries	\$6,757,475	\$165,078	\$6,922,553	46.57%
Employee Benefits	703,108	\$23,537	726,645	4.89%
Contractual Services	569,364	\$467,458	1,026,822	6.91%
General Materials & Supplies	530,809	\$88,794	619,603	4.17%
Conference & Meeting Expense	113,989	\$362	114,351	0.77%
Fixed Charges	133,960	\$0	133,960	0.90%
Utilities	92,550	\$592,400	684,950	4.61%
Capital Outlay	70,104	\$24,826	94,930	0.64%
Other	3,100,905	\$2,000	3,102,905	20.88%
Provision for Contingency	855,000	\$150,000	1,005,000	6.76%
TRANSFERS	431,990		431,990	2.91%
Total 2010-11 Budgeted Expenditures	<u>\$13,349,254</u>	<u>\$1,514,455</u>	<u>\$14,863,709</u>	<u>100%</u>
ADJUSTED EXPENDITURES	<u>\$13,349,254</u>	<u>\$1,514,455</u>	<u>\$14,863,709</u>	

Fiscal Year 2011-12 Budgeted Expenditures

<u>Education Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTRUCTION		
Salaries	\$4,689,924	
Employee Benefits	339,741	
Contractual Services	118,928	
General Materials & Supplies	162,531	
Conference & Meeting Expense	24,152	
Fixed Charges	95,960	
Utilities	24,450	
Other	27,525	
Capital Outlay	<u>52,881</u>	\$6,536,092
ACADEMIC SUPPORT		
Salaries	\$177,745	
Employee Benefits	5,721	
Contractual Services	21,900	
General Materials & Supplies	61,378	
Conference & Meeting Expense	6,340	
Utilities	20,000	
Capital Outlay	<u>2,223</u>	295,307
STUDENT SERVICES		
Salaries	\$824,426	
Employee Benefits	98,409	
Contractual Services	35,948	
General Materials & Supplies	64,676	
Conference & Meeting Expense	5,834	
Utilities	0	
Other	20,000	
Capital Outlay	<u>0</u>	1,049,293
PUBLIC SERVICES/CONTINUING EDUCATION		
Salaries	\$78,792	
Employee Benefits	3,923	
Contractual Services	14,650	
General Materials & Supplies	15,863	
Conference & Meeting Expense	1,376	
Fixed Charges	1,000	
Utilities	<u>2,600</u>	118,204
INSTITUTIONAL SUPPORT		
Salaries	\$986,588	
Employee Benefits	255,314	
Contractual Services	367,938	
General Materials & Supplies	226,361	
Conference & Meeting Supplies	76,287	
Fixed Charges	37,000	
Utilities	45,500	
Other	20,000	
Provision for Contingency	855,000	
Capital Outlay	<u>15,000</u>	2,884,988
SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS		
Other	<u>\$3,033,380</u>	3,033,380
TRANSFERS		
		431,990
GRAND TOTAL		<u>\$13,349,254</u>

Fiscal Year 2011 -12 Budgeted Expenditures

<u>Operations and Maintenance Fund</u>	<u>Appropriations</u>	<u>Totals</u>
OPERATION AND MAINTENANCE OF PLANT		
Salaries	\$165,078	
Employee Benefits	23,537	
Contractual Services	467,458	
General Materials & Supplies	88,794	
Conference & Meeting Expense	362	
Fixed Charges	0	
Utilities	592,400	
Provision for Contingency	150,000	
Capital Outlay	24,826	
Other	<u>2,000</u>	
		<u>\$1,514,455</u>
GRAND TOTAL		<u><u>\$1,514,455</u></u>

Fiscal Year 2011-12 Budgeted Revenues

<u>Operations and Maintenance Fund-Restricted</u>	<u>Revenues</u>	<u>Totals</u>
Local Governmental Sources:		
Current Taxes	<u>\$249,529</u>	<u>\$249,529</u>
Other Sources		
Investment Revenue	<u>\$1,000</u>	<u>1,000</u>
GRAND TOTAL		<u><u>\$250,529</u></u>

Fiscal Year 2011-12 Budgeted Expenditures

<u>Operations and Maintenance Fund-Restricted</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	\$1,954,687	<u>\$1,954,687</u>
GRAND TOTAL		<u><u>\$1,954,687</u></u>

Fiscal Year 2011-12 Budgeted Revenue

<u>Bond and Interest Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources:		
Current Taxes	<u>\$1,707,291</u>	\$1,707,291
GRAND TOTAL		<u>\$1,707,291</u>

Fiscal Year 2011-12 Budgeted Expenditures

<u>Bond and Interest Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Bond Principal Retired	<u>1,707,291</u>	\$1,707,291
GRAND TOTAL		<u>\$1,707,291</u>

Fiscal Year 2011-12 Budgeted Revenues

<u>Auxiliary Enterprises Fund</u>	<u>Revenues</u>	<u>Totals</u>
Other Sources:		
Sales and Service Fees	<u>\$1,194,000</u>	\$1,194,000
TRANSFERS		<u>431,990</u>
GRAND TOTAL		<u><u>\$1,625,990</u></u>

Fiscal Year 2011-12 Budgeted Expenditures

<u>Auxiliary Enterprises Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INDEPENDENT OPERATIONS		
Salaries	\$179,591	
Employee Benefits	7,846	
Contractual Services	80,000	
General Materials & Supplies	857,148	
Conference & Meeting Expense	34,580	
Fixed Charges	101,400	
Utilities	2,897	
Capital Outlay	5,100	
Provision for Contingency	0	
Other	<u>257,428</u>	<u>\$1,525,990</u>
TRANSFERS		<u>100,000</u>
GRAND TOTAL		<u><u>\$1,625,990</u></u>

Fiscal Year 2011-12 Budgeted Revenues

<u>Restricted Purposes Fund</u>	<u>Revenues</u>	<u>Totals</u>
State governmental sources:		
ICCB Workforce Preparation Grant	\$54,284	
ICCB P-16 Initiative Grant	0	
ICCB Adult Education	151,140	
ICCB Career and Technical Education	285,892	
ICCB Innovation Grant	6,062	
ICCB College & Career Readiness	71,000	
DCEO -Dept. of Commerce and Economic Opportunity	119,788	
Department of Corrections	41,235	
Other Illinois Governmental Sources	<u>260,635</u>	
TOTAL STATE GOVERNMENT		\$990,036
Federal governmental sources:		
Department of Education	7,081,397	
Department of Health and Human Services	28,959	
Other Federal Government Sources	<u>211,793</u>	
TOTAL FEDERAL GOVERNMENT		<u>7,322,149</u>
GRAND TOTAL		<u><u>\$8,312,185</u></u>

Fiscal Year 2011-12 Budgeted Expenditures

<u>Restricted Purposes Fund</u>	<u>Appropriations</u>	<u>Totals</u>
STUDENT SERVICES		
Salaries	\$180,285	
Employee Benefits	37,129	
Contractual Services	8,280	
General Materials & Supplies	4,150	
Conference & Meeting Expense	13,150	
Capital Outlay	1,660	
Other	<u>19,020</u>	\$263,674
 INSTITUTIONAL SUPPORT		
Salaries	\$778,258	
Employee Benefits	129,490	
Contractual Services	89,632	
General Materials & Supplies	98,845	
Conference & Meeting Expense	52,611	
Fixed Charges	25,700	
Utilities	1,150	
Capital Outlay	251,608	
Other	<u>113,262</u>	1,540,556
 SCHOLARSHIP, STUDENT GRANTS, AND WAIVERS		
Financial Aid	<u>\$6,507,955</u>	<u>6,507,955</u>
 GRAND TOTAL		
		<u><u>\$8,312,185</u></u>

Fiscal Year 2011-12 Budgeted Revenues

<u>Audit Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current taxes	<u>\$35,180</u>	\$35,180
GRAND TOTAL		<u><u>\$35,180</u></u>

Fiscal Year 2011-12 Budgeted Expenditures

<u>Audit Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Contractual Services	\$20,750	
Provision for Contingency	<u>\$14,430</u>	\$35,180
GRAND TOTAL		<u><u>\$35,180</u></u>

Fiscal Year 2011-12 Budgeted Revenues

<u>Liability Protection and Settlement Fund</u>	<u>Revenues</u>	<u>Totals</u>
Local Government Sources		
Current Taxes	<u>\$571,573</u>	\$571,573
GRAND TOTAL		<u><u>\$571,573</u></u>

Fiscal Year 2011-12 Budget Expenditures

<u>Liability Protection and Settlement Fund</u>	<u>Appropriations</u>	<u>Totals</u>
INSTITUTIONAL SUPPORT		
Salaries	\$27,905	
Employee Benefits	193,231	
Contractual Services	380,000	
Fixed Charges	170,437	
General Materials & Supplies	0	
Other	<u>95,000</u>	\$866,573
GRAND TOTAL		<u><u>\$866,573</u></u>

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 Ms. Cathy Belcher to approve adding two AFLAC officers, Jason Goodroe and Robert M. Ottman to the current Shawnee College Flexible spending account at Grand Rivers Community Bank.

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 Ms. Cathy Belcher to adjourn into executive session at 6:16 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 math/science lab assistant.
3. Consideration of resignation of management level employee.
4. Consideration of employment of student information system specialist.
5. Consideration of employment of administrative assistant I.
6. Consideration of extension, alteration, compensation, or performance of employees' employment.
7. Consideration of a matter relating to the acquisition or purchase of real property and/or associate construction costs.
8. Consideration of items that may lead or have lead to litigation.

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 Ms. Maxine Russell and seconded by Mr. Scott Farmer to adjourn out of executive session at 7:20 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 September 6, 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. Scott Farmer to ratify the employment of part-time staff to cover the necessary work assignments for the fall semester 2011.

Adamick, Janice	GED Instructor/Map GED Instructor/Map GED Instructor/Map Teacher Aide Anna	\$10,469.00
Babb, Mary	ENG 0111 55 ENG 0112 55	\$2,820.00
Betts, Teale	GED Instructor/Vienna	\$2,112.00
Boyd, Jean	SW 0199 02	\$140.00
Broadway, Janis	GED Instructor/MET Spence	\$2,112.00
Buell, Benjermin	LRC/Instructor Tech Worker	\$8.25/hr
Cornelious, Tameka	PN 0120 20N	\$3,290.00
Cornelious-Weldon, Leslie	INT 0112 30 SEM 0101 30	\$1,880.00
Cornwell, Timothy	Library Assistant	\$8.25/hourly rate
Echols, Paul	CJ 0199 01 E	(E) \$70.00 per credit hour times the number of students enrolled
Fabec II, Richard	MUS 0117Q 01 MUS 0117R 01	\$150 per student
Faith, Christina	ITV Site Facilitator Library Assistant	\$8.25/hourly rate
Felker, Travis	GED Instructor/Anna	\$2,112.00
Ford, Dean	ENG 0111 68	\$1,410.00
Giltner, Alyce	ACC 0199 01 E ACC 0224 70 I BUS 0195 01 E	(E) \$70.00 per credit hour times the number of students enrolled (I) \$70.00 per credit hour times the number of students enrolled
Gray-Shaw, Bethany	Massage Therapy Coordinator MTP 0101 01 MTP 0102 20 MTP 0103 20 MTP 0104 20	\$6,140.00
Griffey, Ricky	HAC 0160 43	\$1,880.00
Johnson, Deborah	GED Instructor/Cairo GED Instructor/Olive Branch	\$4,224.00
Jonces, Nancy	ECO 0212 50	\$1,410.00
Juarez, Renee	GED Instructor/Cobden	\$2,112.00
Kirkpatrick, Rhonda	SPC 0111 65	\$1,410.00
Loker, Lorri	Health Occupation CPR Instructor	\$20.35/hourly rate
Mannan, Abdul	ACP Coordinator/ESL ACP 0129 48 ACP 0291 48	\$5,290.00
Martin, Julie	SPC 0111 40 SPC 0111 50	\$2,820.00
McCluskey, Robert	PSY 0211 55 PSY 0219 50	\$2,820.00
Penrod, Tina	SPC 0111 43	\$1,410.00
Randolph, Nova	COM 0141 70 I	(I) \$70.00 per credit hour

		times the number of students enrolled
Reichert, JoEllen	Health Occupation CPR Instructor IDOC CPR Instructor	\$20.35/hourly rate
Sharp, Sylvia	BIO 0111 65	\$1,880.00
Shelton, Ashley	ENG 0047 50 ENG 0048 50 ENG 0111 50 ENG 0112 50	\$5,640.00
Taylor, Ronald	IMT 0146 55 IMT 0148 55	\$3,760.00
Terbrak, Fred	AUT 0137 20	\$1,410.00
Uehle, Jonathan	ITV/Library Tech	\$8.25/hourly rate
Uehle, Lawrence	SEM 0111 20 SEM 0111 21	\$940.00
Uehle, Marilyn	GED Instructor Main SEM 0111 03 SEM 0111 04 SEM 0111 07 SEM 0111 08	\$3,992.00
Venable, Michele	SPA 0111 75 I	(I) \$70.00 per credit hour times the number of students enrolled
Warren, Tomi	ENG 0221 75 I LIT 0210 55	(I) \$70.00 per credit hour times the number of students enrolled \$1,410.00
Zackary Ziarnek	Alternative High School/Anna	\$10,208.00

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. Scott Farmer and seconded by Ms. Cathy Belcher to employ Mr. John Rivera as Math/Science Lab Assistant effective September 7, 2011, at an annual salary of \$20,700.

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 resignation of Ms. Caitlin Grither as Registrar effective August 12, 2011.

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. Maxine Russell and seconded by Ms. Carol Belt to approve the employment of Ms. Sabrina Black as Student Information System Specialist effective September 7, 2011, at a Management Level 1 annual salary of \$35,800.00.

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. Richard Trampe to employ Ms. Karen Houston as Administrative Assistant I for the Chief Financial Officer and Vice President of Student Services effective September 7, 2011, at base salary increase of \$1,400 for the advancement in classified level.

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. Scott Farmer to approve a \$2,000.00 base salary increase for FY12 for Jeff McGoy, Director of Student Support Services effective September 1, 2011.

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 Mr. Wesley Wright and seconded by Mr. Don Patton to adjourn.

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

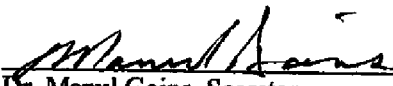
Dr. Richard Trampe - yes

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.

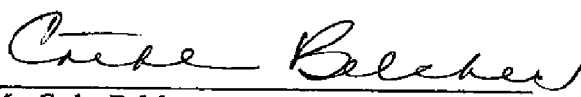
Respectfully Submitted,


Dr. Manuel Goins, Secretary

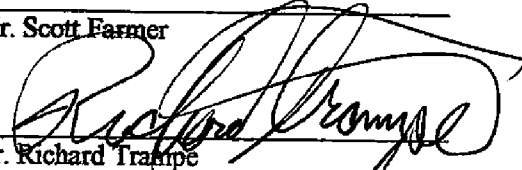
ATTEST:

Mr. Wesley Wright


Ms. Maxine Russell


Ms. Cathy Belcher

Mr. Scott Farmer


Dr. Richard Traupe


Mr. Don E. Patton