

REGULAR MEETING
OFFICE OF SHAWNEE COMMUNITY COLLEGE
RIVER ROOM, COLLEGE ROAD
ULLIN, ILLINOIS
February 4, 2019

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on February 4, 2019. The meeting was called to order by Chairman Randall Rushing. The roll call was as follows:

Present

Ms. Cathy Belcher
Mr. James Dumas
Mr. Michael McMahan
Mr. Don E. Patton
Mr. Randall Rushing
Ms. Maxine Russell
Ms. Andrea Witthoft
Ms. Cassandra Nelson, Student Trustee

Others Present

Peggy F. J. Bradford, J.D., Ed.D., President
John Schneider, Attorney
Countance Anderson, Ed.D., Vice President of Student Success and Services
Kathleen Curphy, Ph.D., Vice President of Academic Affairs & Student Learning
Brandy Woods, Dean of Business Services
Carolyn Dumas, Administrative Assistant to the President

RECOGNITION OF GUESTS AND PUBLIC COMMENT

Marcel Sims
Alonzo Adkinson
Ernest Thompson
Nomie Whitaker

FORMAL PRESENTATION

Kristin Shelby presented on the ICCB Recognition Visit.

A motion was made by Cassandra Nelson and seconded by Cathy Belcher

to approve the consent agenda as follows:

A. Minutes of regular meeting January 7, 2019	
B. Consideration of Treasurer's Report	
C. Approval of Bills	
Education Fund	\$860,617.34
Building Fund	584,156.98
Restricted Bldg Fund	78,192.25
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	25,926.65
Restricted Purposes Fund (Grants)	91,865.33
Restricted Purposes Fund – FWS	4,133.69
Restricted Purposes – PELL	13,060.00
Restricted Purposes – SEOG	0.00
Trust and Agency Fund	6,112.89
Audit Fund	0.00
Liab. Prot. Settlement Fund (TORT)	45,059.97
GRAND TOTAL	\$3,027,768.61

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - Yes
Mr. James Dumas - Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Ms. Maxine Russell - Yes
Ms. Andrea Witthoft - Yes
Ms. Cassandra Nelson, (advisory vote) – Yes

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

A motion was made by Michael McMahan and seconded by Cassandra Nelson to approve the Addendum to Bond & Interest Fund totaling \$295,000.00.

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher – yes
Mr. James Dumas - yes

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

A motion was made by Don Patton and seconded by Michael McMahan to adjourn into executive session at 6:28 p.m. for the purpose of speaking via phone to HLC.

On roll call vote, the members voted as follows:

Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft – yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes

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

A motion was made by Cathy Belcher and seconded by Andrea Witthoft to adjourn out of executive session at 6:48 p.m.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - Yes
Mr. James Dumas - Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Ms. Maxine Russell - Yes
Ms. Andrea Witthoft - Yes
Ms. Cassandra Nelson, (advisory vote) – Yes

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

FACULTY REPORT - No report, however, Mr. Nicolades gave each board member a letter.

STUDENT TRUSTEE REPORT- Ms. Nelson gave a verbal report.

COLLEGE FOUNDATION REPORT:

ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION REPORT

Mr. Don Patton provided the following Important Dates - ICCTA Events and Meetings

- National Legislative Summit ACCT- February 10-13th, 2019
- February 11th ICCTA Board of Rep- Washington, DC or via teleconference
- February 22d, deadline for ICCTA nominations for awards
- March 7th- ICCTA Board of Rep meeting Naperville, IL
- April 9th-Student Advocacy Day, Springfield
- May 1st-Lobby Day
- June 7-8- ICCTA Annual Conference- Itasca, IL

VICE-PRESIDENTS' REPORTS – Written reports were submitted by

- Vice President Kathleen Curphy
- Vice President Countance Anderson
- Dean of Business Affairs Brandy Woods

PRESIDENT'S REPORT: President Bradford submitted a written report.

A motion was made by Don Patton and seconded by Cathy Belcher to approve the trust agreement as presented and approval for the college to open the required bank account at City National Bank to fulfill this agreement. **Attachment #4**

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - Yes
Mr. James Dumas - Yes
Mr. Michael McMahan - Yes
Mr. Don Patton - Yes
Mr. Randall Rushing - Yes
Ms. Maxine Russell - Yes
Ms. Andrea Witthoft - Yes
Ms. Cassandra Nelson, (advisory vote) – Yes

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

A motion was made by James Dumas and seconded by Cathy Belcher to approve the statement of final completion of state and locally funded project for the Sewer Line Replacement for Building H and J and for the Restroom ADA Renovation-Buildng H, as presented.

(Attachment #5).

On roll call vote, the members voted as follows:

Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft – yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes

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

A motion was made by Don Patton and seconded by Michael McMahan to approve the Unmanned Aircraft Systems Certificate as presented. **Attachment #6.**

On roll call vote, the members voted as follows:

Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher – yes
Mr. James Dumas - yes

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

A motion was made by Michael McMahan and seconded by Don Patton to approve the purchase of the Used 2015 Ford 37 Passenger Bus for \$91,000.00 through Carpenter Bus Sales.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes

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

A motion was made by Cathy Belcher and seconded by Cassandra Nelson

to approve Ms. Carolyn Dumas to be designated as the local election official, in order to facilitate all election matters on behalf of the Board secretary.

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – abstain
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes

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

A motion was made by Cassandra Nelson and seconded by Cathy Belcher

to adjourn into executive session at 7:17 p.m. for the purpose of discussing:

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment
 - A. Consideration of Employment of the Learning Skills Specialist/Tutor Coordinator
 - B. Consideration of Employment of the Admissions, Recruitment, and Advising Specialist
 - C. Consideration of the Alteration and Compensation of Full-Time Staff
 - D. Consideration of the Alteration and Compensation of Full-Time Staff
 - E. Ratification of Employment of Part-Time Staff
 - F. To discuss security procedures, building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property and to review revisions to the security policies and procedures pursuant to 5 ILCS 120/2(c)(8).
 - G. To discuss matters that are related to litigation, to include pending matters, threatened matters and any action that is probable or imminent or may lead to litigation pursuant to 5 ILCS 120/2(c)(11).
2. Consideration of Non-Renewal, Resignation, or Termination
 - A. Consideration of Resignation of Full-Time Employee
 - B. Consideration of Resignation of Full-Time Employee
3. Consideration of Items that May Lead or Have Led to Litigation

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing – 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 Don Patton and seconded by Cathy Belcher to adjourn out of executive session at 9:42 p.m.

On roll call vote, the members voted as follows:

Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes

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

A motion was made by James Dumas and seconded by Cassandra Nelson to approve the minutes of the executive session held on February 4, 2019.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing – 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 Don Patton and seconded by Cassandra Nelson to approve the employment of **Caleb Ingram** for Learning Skills Specialist/Tutor Coordinator with a salary of \$31,400 effective February 5, 2019.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes

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

A motion was made by Don Patton and seconded by Cathy Belcher to employ **Amanda Brown** for Admissions, Recruitment, Advising Specialist with a salary of \$47,500 effective February 5, 2019.

On roll call vote, the members voted as follows:

Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft – yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes

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

A motion was made by Michael McMahan and seconded by Don Patton to approve the employment of **Teale Betts** as Interim Director of Vienna Center while completing her duties as Financial Aid Specialist with a \$500 per month stipend retroactive to January 8, 2019.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes

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

A motion was made by Don Patton and seconded by James Dumas to employ **Brett Whitnel** as Interim Director of Workforce, Economic & Small Business Development with a \$500 per month stipend (subject to 3% SURS) until the full-time position is filled while continuing his current duties retroactive to January 8, 2019.

On roll call vote, the members voted as follows:

Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes

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

A motion was made by James Dumas and seconded by Cathy Belcher to approve the ratification of part staff as presented.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes

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

A motion was made by James Dumas and seconded by Cassandra Nelson to approve the resignation Kyle Loyd, Director of Workforce Development.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes

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

A motion was made by Andrea Witthoft and seconded by James Dumas to approve the resignation of Sheri L. Johnson, Adult Education Executive Assistant.

On roll call vote, the members voted as follows:

Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft – yes
Ms. Cassandra Nelson, (advisory vote) - yes
Ms. Cathy Belcher – yes
Mr. James Dumas – yes
Mr. Michael McMahan - yes

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


A motion was made by James Dumas and seconded by Cassandra Nelson to adjourn into executive session to discuss a personnel matter.

On roll call vote, the members voted as follows:

Ms. Cassandra Nelson, (advisory vote) – yes
Ms. Cathy Belcher - yes
Mr. James Dumas - yes
Mr. Michael McMahan - yes
Mr. Don E. Patton - yes
Mr. Randall Rushing - yes
Ms. Maxine Russell - yes
Ms. Andrea Witthoft - yes

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

Submitted By:


Ms. Maxine Russell, Secretary

3/4/2019
Date

ATTEST:

Ms. Cathy Belcher



Mr. James Dumas


Mr. Michael McMahan


Mr. Randall Rushing


Mr. Don E. Patton

Ms. Andrea Witthoft