

**SCC BOARD MEETING  
OFFICE OF SHAWNEE COMMUNITY COLLEGE  
RIVER ROOM, COLLEGE ROAD  
ULLIN, ILLINOIS  
November 4, 2019**

A regular meeting of Shawnee Community College District No. 531 Board of Trustees was held on November 4, 2019. The meeting was called to order by Vice Chairman Michael McMahan.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

The roll call was as follows:

**Present**

Ms. Cathy Belcher  
Mr. Steve Heisner  
Mr. Michael McMahan  
Mr. John Windings  
Mr. Steven Etter, Student Trustee

**Absent**

Ms. Andrea Witthoft  
Mr. Don E. Patton  
Mr. Randall Rushing

**Others Present:**

Kathleen Curphy, Ph.D., Interim President  
John Schneider, Attorney  
Countance Anderson, Ed.D., Vice President of Student Success & Services  
Kristin Shelby, Ph.D., Dean of Academic Affairs and Student Learning  
Greg Mason, Ph.D., Dean of Innovation, Adult Basic and Continuing Education  
Brandy Woods, Director of Business Services  
Rob Betts, Director of Communications/Public Relations  
Beth Crowe, Administrative Assistant to the President

**IV. RECOGNITION OF GUESTS AND PUBLIC COMMENT**

Autumn Abbott was introduced as the new Financial Aid Specialist.  
Melissa Luttenbacher was introduced as the new Administrative Assistant to Dr. Shelby, Dean of Academic Affairs and Student Learning.  
Beverly Warfield, Veterans Outreach Center, Volunteer informed the audience of the November 14, 2019 Veterans Lean & Earn Breakfast. It will be in the "L" Atrium with several guest speakers.

**FORMAL PRESENTATION**

None

**V. APPROVAL OF CONSENT AGENDA**

**MOTION NO. 1**

A motion was made by Steve Heisner and seconded by John Windings to approve the consent agenda as follows:

1. Minutes of Regular Meeting October 7, 2019
2. Consideration of Treasurer's Report
3. Approval of Bills

Education Fund	\$645,199.17
Building Fund	196,654.63
Restricted Bldg. Fund	5,500.00
Bond & Interest Fund	0.00
Auxiliary Enterprises Fund	66,393.17
Restricted Purposes Fund (Grants)	90,643.66
Restricted Purposes - FWS*	2,259.35
Restricted Purposes - PELL	0.00
Restricted Purposes - SEOG	0.00
Trust & Agency Fund	4,975.87
Audit Fund	16,000.00
Liab. Prot. Settlement Fund (TORT)	29,933.71
Grand Total	\$1,057,559.56

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes

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

**MOTION NO. 2**

A motion was made by John Windings and seconded by Steve Heisner  
to **approve payment to Don E. Patton for travel reimbursement in the amount of \$66.12  
CK#0016827 for the ICCTA meeting in Springfield, IL.**

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes

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

**MOTION NO. 3**

A motion was made by Steve Heisner and seconded by Steven Etter  
to **approve the addendum to education fund for the purposes of making an inter fund loan  
made on 9/30/19 from the education fund to the restricted purposes fund to cover shortage  
of funds in the amount of \$70,000.00.**

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes

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

## **VII. FACULTY REPORT**

**S.C.E.A. President:** Dr. Ian Nicolaides

Collectively faculty have been highly productive, especially with regard to community engagement and in house preparation for the HLC visit. Open and honest communication during shared governance meetings continues to foster increased collaboration and strategic planning. In addition, following formal invitation, several faculty including myself joined college administrators for an extended cabinet meeting. The faculty group is optimistic about the future of SCC as we have great confidence in the many talented individuals that are steadfastly working towards how to best move the college as a whole forward.

The annual Assessment Professional Development Day was a success! The event included collaboration and networking, information sharing, camaraderie, and competition. The concerns mentioned in the HLC response -- co-curricular CQIs and closing the loop -- have been addressed, and everyone is ready to meet with the Focused Visit team later this month. Pictures are attached that represent our day. The collective sentiment was largely the sense that we all as representatives of the college contribute to the organization in a fashion that does in fact serve students for the better.

**Division Chair:** JoElla Basler

Faculty in the Humanities and Social Sciences Division participated in the Shawnee Experience recruiting day. Faculty conducted sessions and hosted information tables.

Guided Pathways are being created for English, Music Business, and Psychology majors.

The spring schedule is finalized. The summer schedule is being reviewed and should be available in January. Courses from all departments in the division are being offered.

### **English Department**

Dr. Ryan Thornsberry has reworked two technical writing English courses to be a part of the Construction Management Program. The courses will be offered in an 8-week format. Both courses will also be submitted to IAI for articulation.

Sandy Fontana has created online Developmental English Courses to be a part of the Construction Management program, as well.

### **History Department**

The History Club is taking a group of students to Nashville, Tennessee on November 9 to visit the Tennessee State Museum and Bicentennial Capitol Mall State Park. The History Club raised an impressive \$208 from activities conducted during Fall Fest, which will be used to pay for the

trip. The Club hopes to go on another educational trip to St. Louis, Springfield, or Memphis, in spring 2020.

### **Music Department**

Over 100 High School students attend the regional Band concert on October 17th. The Winter Concert is December 6th at 7 pm in the Ed center.

### **Psychology Department**

Students in Abnormal Psychology will take part in a schizophrenia simulation with a culminating activity trip to Choate Mental Health Center.

### **Social Work**

Sonja Comer from the Marion VA presented to Jesse Smith-Fulia's Social Work 121 class in October and spoke about her job working with veterans with substance abuse problems.

### **SCC Speech & Theatre Department**

The Speech and Theater Department presented Elf The Musical Thursday October 31 31-November 2. Nearly 3,000 people attended the shows over the course of 3 days. It was a great success and I wish to express my thanks to Dr. Curphy and all of the college family that helped support this production. A big thank you goes to Stacy Simpson who handled the ticketing process. This year marked the 30th Fall Production at SCC and to top that SCC was the FIRST amateur theater in the NATION to perform Elf the Musical. I am proud of the talented cast and crew, and am thankful that SCC can provide this cultural opportunity to the community we serve.

The Speech Department hosted the Patrons of the Arts banquet on October 24th. Twenty patrons enjoyed dinner and informational updates from the Speech department.

### **Business and Occupational Technology**

Phyllis participated in several professional development opportunities throughout the month of October:

- October 8 Preparing Students for the Future of Work: Closing the Skills Gap with Data Analytics, Wiley Publishing
- October 23 How to Create a Future-Proof Social Marketing Strategy presented by Hoot Suite
- October 24 Top Cybersecurity Skills and Career Paths Your Students Must Know by TestOut
- October 29 Using Elements of Evidence-Based Storytelling to Tell Your Assessment Story, WEAVE education

Saturday, October 19, Tracy Lohstroh and Phyllis Sander attended the Makanda Vulture Festival speaking with vendor patrons and festival attendees about program offerings at SCC.

Saturday, October 26 Phyllis Sander and Phi Beta Lambda members assisted with the Shawnee Saints Harvest Festival by hosting various games. Monday, October 28 Phi Beta Lambda members participated in the SCC Fall Fest by offering students a chance to play "Fall Bingo" -players' names were entered into a drawing for an Augmented Reality Game Cube. Winner was Tracey Johnson, SCC Librarian.

October 21, Phyllis Sander and students from the Business Law and Security+ courses met with the Attorney General at the Union County Courthouse in Jonesboro for a presentation on popular criminal scams happening in Illinois and how to protect against identity theft.

On October 29, Craig Bradley attended a webinar for NASA/JPL Ambassadors for information on the upcoming transit of Mercury on November 11

### **Math and Science Department**

Tony Gerard and Lori Armstrong made 5 presentations for high school students at Ferne Clyffe during an Ecology Program. SCC reptiles were utilized.

Tony Gerard spoke for a program on George Rogers Clark and the taking of British Illinois with a special emphasis on the local area for three high school classes from Massac county

Oct 22- Adam Philips, Illinois Natural Heritage Biologist, gave a presentation at SCC on "Deer Diseases and how to Report them" as the first in a series of public educational seminars planned quarterly for SCC. This is a joint effort between SCC and The Friends of the Cache River Watershed. Tony Gerard and Lori Armstrong are both members of the Friends board and helped organize the event.

Debbie Penrod's Associate Degree of Nursing and Karen Stark's Practical Nursing students assisted Memorial Hospital of Carbondale in their trauma drills by portraying trauma victims during nursing clinical during September and October. Memorial Hospital has been getting ready for this designation by performing trauma drills during the months of September and October. MHC was designated a Level II Trauma Center this past week. Our students learned first-hand how traumas are handled through the ER, Imaging, and Surgery by these simulated trauma experiences.

## **VIII. STUDENT TRUSTEE REPORT**

**TRIO** Spring registration started today. Students are making their spring class schedules. Trio sponsors labs and speaker though out the month to help students with personal enhancement and learning skills. October 8th TRIO took a transfer trip to SIUC. 5 people attended October 17th TRIO visited Giant City Stables where they learned about horseback riding and went on a tour on horseback October 31st TRIO went to The Fabulous Fox Theatre in St. Louis to see Dear Evan Hansen which is a story of suicide prevention.

**STUDENT SUCCESS** The student success center has been providing tutoring sessions college wide and also testing for students and community members. 80 students are actively being tutored at this time. Administered exams such as the Person Exam (which is the Ged test) and faculty exams which are make-up tests and tests that require specialized services accommodations and for the handicapped also being given. There is a need for help in the specialized service and the handicapped area. They have given 1000 tests to date this semester. They organize workshops, classroom presentations and accommodate retention work for students. Student retention alerts from teachers went from almost 300 in 2018 to over 500. The top 3 are low test grades, attendance, and being inactive in the class.

**STUDENT SENATE** October 9th Student senate passed out floats and Sundays for students and staff for mid-terms October 10th was SCC day where Student Senate gave tours and took high school students to different departments for them to learn about taking classes here. October 16th Student Senate sponsored a blood drive with the Red Cross for students and staff to donate blood. October 28th Student Senate sponsored this year's Fall Fest. A variety of foods were offer for sale as fundraisers for clubs and organization. Music by DJ Craig Bradley. There were games such as music trivia, musical chairs, bubble ball, and a pie eating contest. As usual it was a success with students and faculty. Everyone is looking forward to the Spring fest.

**PTK** October 9th Fall PTK induction where Dr. Curphy was our guest speaker. Work continues on the honors in action awards and other PTK awards at the upcoming PTK convention in Dallas this spring

## **IX. FOUNDATION REPORT**

The Foundation secured over ten new scholarships for the College. These included such majors as Agriculture, Business, Nursing, Health Care. We know of several more scholarships that are still coming in and will be added at that time after the printing of the Scholarship Book. Several of these scholarships include internship opportunities, with the hope of hiring the student upon graduation. Truly a win for all.

With new scholarships being sought after and received throughout the year, it is the desire of the Saints Foundation to upgrade and enhance our online capabilities so that we can make these scholarships known to students in an efficient and timely manner. The Foundation is working with our IT staff to make these upgrades to the Foundation website so that it becomes more interactive for both donors and students.

Upon learning that far too many students were coming to college classes hungry the Saints Foundation allocated \$1,000 for the College to buy shelving, materials, and food to launch a Saints Food Pantry. We are working on grant opportunities to purchase food on an ongoing basis to sustain the Food Pantry long-term. We have also sought and received donations from various individuals that have generously made donations toward the Food Pantry.

The Saints Foundation, along with the College launched a new Employee Giving Campaign. This year the funds are being directed, at the employee's choice to: 1) Tiffiney Ryan Memorial Scholarship, 2) Saints Food Pantry and 3) Summer Camps. Around \$6,000 has been raised (as of 10-26-19) with more donation forms coming in for the campaign. Board Trustee participation was requested by Foundation Liaison Cathy Belcher and those appeals were sent to Trustees the last week of October. Your participation is greatly appreciated.

A proposal was prepared and submitted to Pepsi Mid-America for them to sponsor a new scoreboard for the College baseball field. This, along with other improvements will allow greater use of the field, as well as enhance the experience for the players and fans. A meeting is pending with Pepsi Mid-America to discuss our proposal.

At the last Saints Foundation Board meeting, it was suggested that one way the Foundation could assist the College was to contract with a grant writer. That contract began in September with KLG Grant Consultants and work is underway to research and prepare various grant proposals on behalf of the College with the Foundation paying the consultant fees

Preparations are underway for the 2020 Saints Foundation Gala scheduled for May 2, 2020 at the College. We are pleased to announce that southern Illinois native, Broadway star and TV actor, Christopher Neal Jackson has agreed to attend and speak. Mr. Jackson most recently starred in the hit Broadway musical Hamilton. It is our desire that the Board consider bestowing an Honorary Alumni Award to Mr. Jackson in thanks for his efforts to attend and inspire our region. The Foundation is changing the format of the Gala from just an evening to honor scholarship recipients, to make it a celebration of the College and the many wonderful experiences going on at the campus, with our students, and in the communities we serve. We hope to show attendees the positive vision that has been, and continues to be established for our students in the district.

## **X. ICCTA REPORT**

On October 29<sup>th</sup>, Shawnee Community College hosted the Fall Southeast Region meeting of the trustees of ICCTA. All of the area community colleges were in attendance that included trustees and administrators from Shawnee CC, John A Logan, Rend Lake and Southeastern CC. The meeting was chaired by the Southeast Region Chair- Don E. Patton. The executive directors Mr. Jim Reed and Dr. Brian Durham ICCB brought forth updates on legislative issues and current trends in higher education at the community level. The meeting was well attended and the feedback was very good related to the updates by our speakers.

On November 8-9<sup>th</sup>, the ICCTA board of reps will meet in Lisle, IL for our regular meeting. The luncheon speaker will be Lt. Governor Juliana Stratton and the seminar is entitled- "Exploring Diversity in the Classroom and Beyond".

## **XI. INTERIM PRESIDENT'S REPORT**

### **Community Engagement**

Elf the Musical was a huge success. More than 2500 students and community members attended the four performances. Kudos to Tim Frizzell and the members of the crew who worked so hard to put on a fantastic musical and to Connor Windings as the lead actor.

### **Enrollment**

The College's enrollment continues to improve over last year. There is only a -4.74% decrease from last year.

### **Speaking Engagements**

Phi Theta Kappa, which serves to recognize and encourage the academic achievement of two-year college students, held its Induction Ceremony on October 9, 2019. Dr. Curphy addressed the attendees, and spoke about the aspects of leadership and service as it relates to students as future leaders, encouraging them to remember to serve the community they live in because "service is the rent you pay for leadership."

### **Workforce Development/Partnerships**

Chris Clark, Dr. Drury, Ruth Smith, Lindsay Johnson, and Dr. Curphy met with Rural Health employees and Board members in October to discuss partnership opportunities. There is a shortage of Certified Medical Assistants and Registered Information Technicians. Rural Health is interested in providing financial assistance to the College for the development of these programs and the requisite learning labs. A Certified Medical Assistant program would be housed at the Anna Extension Center, and a Registered Information Technician (RIT) would be

an expansion of the Medical Coding programs. The RIT program would potentially be online. Those who attended were given a tour of Rural Health at the conclusion of the meeting.

Interim college president Dr. Kathleen Curphy, Jipaum Askew-Robinson, Director of the Metro Center, and Dr. Gregory Mason, Dean of Workforce Innovation, met with a local hemp processing plant representative about a potential partnership to aid in their business expansion. They are expanding from Kentucky into Illinois. The company produces CBD (Cannabidiol) oil from the seeds of the hemp plant. Most CBD is derived from the hemp plant, a type of cannabis that, by legal definition, contains less than .03 percent THC.

While the company is working to expand their cultivation of hemp and increase their production of CBD oil, discussions centered around the CBD oil industry, processes involved with production of CBD oil, the types of skills the company needs in its workforce, the expected number of new employees to be hired, and career pathways within the company. Possible partnering opportunities with the college would focus on recruitment, pre-employment TABE testing and basic skills training, company-specific skills development, and job shadowing and/or paid internships. The goal is to establish SCC as the company's training source and talent-pool provider.

Jody Johnson, County Director for the University of Illinois Extension for the southern five counties met with Dr. Curphy to discuss ways the College and UIUC can work together. Both entities have an interest in disaster preparedness and a desire to expand into program development.

### **Important Upcoming Dates/Announcements**

The HLC Site Visit will be November 18 and 19. Dr. Shelby and Dr. Curphy have met with the team leader, and have drafted an agenda, which is in your packet.


There is a Transitional Math Meeting scheduled with area high schools on December 13, 2019.

There is a High School Regional Band concert scheduled on December 13, 2019.

### **Closing Remarks**

The constant activities on campus cause the academic year to seem as though it is going by at quite a rapid pace. Much activity and productivity continues to occur in all areas. Many persons from the community have been on campus for multiple activities this month, and have expressed their pleasure in what they see and hear. These are exciting days.

Respectfully yours,



Dr. Kathleen Curphy  
Interim President

## **XII. Vice Presidents' Reports**

### **Dean's Report**

On September 23-25, 2019, Dr. Kristin Shelby attended the Forum for Excellence Conference in Bloomington, IL, hosted by the Illinois Community College Board (ICCB). The conference was focused around training on Perkins V, dual credit, program review, and adult education. On October 2, 2019, and on October 14-15, 2019, Dr. Shelby and Dr. Mason attended the National Conference on Registered Apprenticeship Programs at Harper College in Schaumburg, IL. On October 24, 2019, Dr. Shelby attended a Perkins V "Listening Session" at Kaskaskia College, hosted by the ICCB. SIU Teacher Education Program Director, Dr. Nancy Mundschenk, invited Dr. Shelby to participate in a roundtable session on Sunday, October 27, 2019, hosted by the College of Education and Human Services for the purposes of an accreditation visit by the Council for the Accreditation of Educator Preparation (CAEP).

### **Library**

In library news, interlibrary loan requests in September were almost 4 to 1 for items loaned out and items borrowed; SCC loaned out 194 items and borrowed 51. The library added 27 new books, two DVDs, and an audio book. The library checked out 258 items to 62 borrowers and registered 18 new patrons.

The coffee pot continues to be a big hit with students; a busy day may see 10 or more Keurig cups enjoyed. Library staff are now also brewing pots of coffee that are served in a carafe, and that is also appreciated. One student said, "This is what got me through my exam!" Shawnee College has stressed the value of positive student/staff interactions, and the coffee pot has been a chance to greet students who came for coffee and stayed to say hello.

According to the highly unscientific staff activity log, library staff interacted with 198 people (duplicated headcounts) about 200 times, for about 33 hours. Of that, 32 interactions were with faculty or staff for about five hours of time. Library staff helped faculty and staff find resources and also gave and collected classroom materials and proctored exams.

### **Instructional Technology**

In September (and early October), the Educational Technology Specialist, attended the ILCCO (Illinois Community Colleges Online) organizational meeting at Rend Lake College. Rob Lucas also presented on Minecraft: Education Edition at Richland College's Tech Retreat. The TLC will offer a series of clinics, with hands-on practice. The first clinic was on email and was led by Tracey Johnson and Rob Lucas.

Rob has started a weekly newsletter, "Weekly Tech Tips," for all college faculty, staff, and students. Rob recorded and distributed (with the librarian, Tracey Johnson) an informational video series, "library minute" for the college community.

Rob taught, "Getting Started - Moodle Instructor Training" - a face-to-face professional development session for faculty based upon material from the Moodle Instructor Training class which the ETS completed development on this past summer. This is the first in what will be a weekly series of trainings that follow the structure of modules in the online Moodle Instructor Training class.

Russ attended the IT Matters conference at the Murray State University Paducah campus. While there he took an informal tour of their ITV classrooms. Russ was busy with many setups including the free speech forum offered by the School of the Art Institute of Chicago (SAIC).

### **Extension Center Reports**

#### **Anna**

The Anna Extension Center held a CPR course on October 1<sup>st</sup>. On October 2<sup>nd</sup>, the transfer representative from SEMO was at the Anna Center to talk to students interested in transferring after SCC completion. On October 4<sup>th</sup>, Southern Seven Health Department, along with other community partners hosted a "Strollin' Through the Colon" event that was well attended. On October 8<sup>th</sup>, the SCC Financial Aid Office hosted a FAFSA completion event for those needing assistance filling out the FAFSA. The Union County CEO program held their monthly board meeting on October 15<sup>th</sup>. On October 16<sup>th</sup>, the Regional Office of Education #30 hosted a meeting in the conference room. A Driver Safety course was taught on October 19<sup>th</sup>. Southern Seven Health Department held a meeting in the conference room on October 21<sup>st</sup>. On October 24<sup>th</sup>, the Regional Office of Education hosted a meeting, and later that day, a Medicare presentation and meeting were conducted at the Anna Center. The Friends of the Shawnee National Forest met on October 30<sup>th</sup> in the conference room.

#### **Cairo**

Cairo Center staff attended the NAACP's "1<sup>ST</sup> Annual Freedom Fund Dinner" on September 29<sup>th</sup> in Charleston, MO. Lester Gillespie, President of the Charleston, Missouri NAACP Branch, stated the organization's intent to support the Cairo Center. The Cairo Center plans to use this support as a means to increase enrollment and spread our marketing to bordering counties in Missouri.

Cairo Center staff participated in 19<sup>th</sup> Annual Karen M. Adkinson Sickle Cell Anemia Walkathon on September 29<sup>th</sup>. The Cairo Center is in the process of planning a "Community Christmas Social" that will be used to commemorate our first-year anniversary on December 20<sup>th</sup> to expand our student base and assist with enrollment for the Spring 2020 semester.

#### **Metropolis**

On September 26<sup>th</sup>, Shawnee Community College participated in the Massac Co. High School College Turbo event where students were provided with information on SCC. On September 30<sup>th</sup>, SCC participated in Murray State University's (MSU) Showcase Day to learn about changes taking place at MSU.

In October, there were various recruiting opportunities for Metro Center staff. On October 3<sup>rd</sup>, SCC attended the West Kentucky Community and Technical College's Job and Transfer Fair. On October 4<sup>th</sup>, SCC representatives and students, along with Bernie, participated in the annual Massac County High School Homecoming Parade. The Metropolis Police Department requested SCC's presence for its Trunk or Treat event which was held on Saturday, October 26<sup>th</sup> at Fort Massac from 5:00 - 7:00 pm. Bernie was in attendance as well as other SCC representatives. Also, in October, the Metro Center served as a training center for the Metropolis Police Department, ACT prep, and Driver's Safety. On Tuesdays and Thursdays, October 8, 15, 17, 22, and 24, ACT prep classes for students from Massac County High School were held from 3:00 - 4:30 pm. On Friday, October 11<sup>th</sup>, from 8:00 am - 4:00 pm, the Metropolis Police Department provided regional training. The monthly Driver's Safety class was held at the Metro Center on Thursday, October 17<sup>th</sup> at 6:00 pm.

### **Vienna**

Leslie Weldon and Teale Betts presented the Career Key to the remaining sophomores at Vienna High School. Over 30 students came to fill out their FSA ID during their advisory periods to get prepared for the FAFSA Completion on October 3<sup>rd</sup> at the Vienna Center. Teale Betts attended and presented at the Johnson County Women's group on October 4<sup>th</sup>. This event also included VHS band members, Jobs for American Graduates, and VHS staff members. Johnson County Heritage parade was attended by Erin King and Teale Betts and the SCC Student Ambassadors. Special thanks to Harper Ford for allowing us to use a truck for the parade. Registration for the spring semester has begun.

### **Truck Driving Program Report**

Since January 2019, numerous safety issues have been identified and addressed to ensure SCC trucks and equipment are clean and safe for our students. First, to maximize enrollment and ensure safety, sleeper beds were removed from the truck cabs and replaced with seats and seatbelts for all cab occupants. This allows each truck driving instructor to safely transport four students instead of only two on over-the-road driving practice. There were mechanical issues with the trucks that had been neglected over the past few years that posed additional safety concerns, such as worn out tires, dry-rotting air bags with air leaks, broken doors on both of the trailers that were identified by a visiting State Police Officer as citation-worthy, and other problems with the dashboard equipment. With the assistance of Carl Perkins grant funds and college financial assistance, all of the issues have been resolved and the Truck Driving Program is running safe, reliable, and clean trucks.

Since the truck repairs were complete, the Truck Driving Program has averaged six or more students per seven-week class, rather than two or three in previous semesters. All but one of the students who has tested for their CDL has passed and been able to gain employment if they so desired. SCC Truck Driving students enjoy a safe, clean, well maintained classroom and work environment, with the latest technology for their training needs. The latest additions to the program have been electronic log books and updated training materials for students.

### **Nursing**

The Nursing Department is currently accepting applications for the 2020-2021 practical and associate degree nursing programs. Deadlines for applications are February 14, 2020 for the practical nursing program and March 27, 2020 for the associate degree nursing program. Several faculty and staff within the Nursing Department completed the three-part webinar, "Civility Matters" offered by Assessment Technologies Institute. On October 9, 2019 Lorena Hines, April Dollins, and Dr. Connie Drury attended a workshop entitled "Managing Emotions Under Pressure."

## **Workforce Innovation**

### **Small Business Development Center**

Interim SBDC Director, Brett Whitnel exceeded the small business debt financing (loans) goal of \$1,000,000 per year set by the Illinois Department of Commerce and Economic Opportunity for the college's service area. To date, the SBDC has secured debt financing in the amount of \$1,121,700 for 5 clients.

The SBDC continues to partner with the University of Illinois Extension Center's Orange to Green Program. The SBDC reviewed and critiqued approximately 30 business plans for Shawnee Correctional Center residents who will be released within 1-2 years. The facility has a work area for inmates to cultivate produce to sell. Inmates develop a business plan with estimated monthly income/expenses and start-up costs for their respective businesses.

The SBDC has applied for its training center to become a PSI True Talent Testing Center. As a certified testing center, the SBDC will generate revenue for individuals requiring on-line testing for industry certifications such as Microsoft Office Specialist.

### **Joint Apprenticeship (Partnership)**

The inaugural cohort of students participating under the Joint Apprenticeship partnership between Shawnee Community College and the General Contractors' Union is set to begin the week of October 15. Students can enroll in two SCC on-line courses: ENG 111 - English Composition 1 (or ENG 124 Technical Communication 1) and COM 111 - Business and Computer Systems. Apprentices also have the option of enrolling in other SCC on-line classes if they have already taken the scheduled union courses.

### **Minority Small Business Coalition (Workforce Development)**

Dr. Greg Mason met with several local minority-owned businesses to re-establish the regional Minority Small Business Coalition. The meeting was used to determine goals and objectives, meeting schedules, recruitment of additional members, and assessment of workforce development needs and grant funding strategies for minority businesses.

### **Workforce Development**

Business and Industry Training provided an eight-hour session on Microsoft Excel to employees of the Southern Illinois Electric Cooperative. The 13 individuals who received training rated their overall satisfaction with the quality of the instruction as excellent. The Cooperative has expressed interests in additional trainings being provided by the College for their staff.

Dean Mason and Interim SBDC Director, Brett Whitnel attended the Southern Illinois Works - Employer Driven Solutions Conference. SI/Works is a Southern Illinois Growth Initiative whose mission is to foster community and economic development that ultimately creates jobs and private sector investment in the region.



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Dr. Kathleen Curphy, Interim President

November 4, 2019

Date

### **XIII. ACTION & DISCUSSION ITEMS**

#### **MOTION NO. 4**

Consideration of Revision of 8000 Policies (Second Read – Action Required)

A motion was made by Steve Heisner and seconded by Steven Etter  
to approve the changes to 8000 Policies as presented (**Attachment #1**).

On roll call vote, the members voted as follows:

Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner – yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent

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

#### **MOTION NO. 5**

Consideration of Agreement Between SCC and SIUE

A motion was made by Cathy Belcher and seconded by Steven Etter  
to approve the Partnership Agreement with SIUE as presented. (**Attachment #2**)

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner – yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) – yes

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

**MOTION NO. 6**

Consideration of Approval of Renewal of Property/Casualty Insurance

A motion was made by Steven Etter and seconded by John Windings

to approve the Property/Casualty/Liability Insurance bid with ICRMT of \$93,828, excess Earthquake with RSUI for \$38,584, Workers Compensation with State National for \$19,293 and Storage Tank Pollution Liability Insurance with Nautilus of \$4,575. **(Attachment #3)**

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner – yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) – yes

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

**MOTION NO. 7**

**XIV. EXECUTIVE SESSION**

A motion was made by John Windings and seconded by Steve Heisner to adjourn into executive session at 6:14 p.m. for the purpose of discussing:

**XV. Executive Session**

1. Consideration of Extension, Alteration, Performance, or Compensation of Employees' Employment pursuant to 5 ILCS 120/2 (c) (1)
  - A. Consideration of Employment for Perkins/Dual Credit Coordinator – **Executive Session Tab, p. 1** pursuant to 5 ILCS 120/2 (c) (1)
  - B. Consideration of Employment for Dean of Student Success – **Executive Session Tab, p. 2** pursuant to 5 ILCS 120/2 (c) (1)
  - C. Ratification of Employment of Part – Time Faculty/Staff for Fall 2019 – **Executive Session Tab, p. 3** pursuant to 5 ILCS 120/2 (c) (1)
  - D. Consideration of Presidential Search – **Executive Session** pursuant to 5 ILCS 120/2 (c) (1)
2. Consideration of Non-Renewal, Resignation, or Termination of any staff or employee of the College pursuant to 5 ILCS 120/2 (c) (1)
3. Consideration of Items That May Lead or Have Led to Litigation pursuant to 5 ILCS 120/2 (c) (11)
  - a. **Attachment #4**

On roll call vote, the members voted as follows:

Mr. John Windings - yes  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner, - yes  
Mr. Michael McMahan - yes  
Mr. Don Patton - absent  
Mr. Randall Rushing - absent  
Ms. Andrea Witthoft – absent  
Mr. Steven Etter (advisory vote) - yes

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

**MOTION NO. 8**

A motion was made by Steven Etter and seconded by Steven Heisner to adjourn out of executive session at 7:19 p.m.

On roll call vote, the members voted as follows:

Ms. Cathy Belcher - yes  
Mr. Steve Heisner – yes  
Mr. Michael McMahan - yes  
Mr. Don E. Patton – absent  
Mr. Randall Rushing – yes  
Mr. John Windings - yes  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Andrea Witthoft – absent

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

**MOTION NO. 9**

A motion was made by John Windings and seconded by Steve Heisner to **approve the minutes of the executive session held on November 4, 2019.**

On roll call vote, the members voted as follows:

Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don Patton - absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - yes

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

**MOTION NO. 10**

Consideration of Perkins/Dual Credit Coordinator

A motion was made by Steven Etter and seconded by Cathy Belcher

to approve the employment of Cathrine Hoekstra for Perkins/Dual Credit Coordinator effective November 5, 2019.

On roll call vote, the members voted as follows:

Mr. Randall Rushing - absent  
Mr. John Windings - yes  
Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don Patton - absent

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

**MOTION NO. 11**

Consideration of Employment of the Dean of Student Success & Services

A motion was made by Steve Heisner and seconded by John Windings

to approve the employment of Dr. Patrick Rice for Dean of Student Success and Services effective November 5, 2019.

On roll call vote, the members voted as follows:

Ms. Andrea Witthoft - absent  
Mr. Steven Etter, (advisory vote) - yes  
Ms. Cathy Belcher - yes  
Mr. Steve Heisner - yes  
Mr. Michael McMahan - yes  
Mr. Don Patton – absent  
Mr. Randall Rushing - absent  
Mr. John Windings - yes

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

**MOTION NO. 12**

Ratification of Employment of Part-Time Faculty/Staff for Fall 2019

A motion was made by Cathy Belcher and seconded by Steve Heisner to approve the ratification of employment of part-time faculty/staff for fall 2019 as presented.

<b>Name</b>	<b>Status</b>	<b>Course/*Location</b>	<b>Compensation</b>
Malone, Sherrie	FT Faculty	Basic Microsoft Excel Trainer IND 0171-01	\$200 (one time class)
Sander, Phyllis	FT Faculty	Basic Microsoft Excel Trainer IND 0171-01	\$200 (one time class)
Yewell, Sonia	PT Faculty	Adult Ed Instructor – AHS	\$22.50/ hr

On roll call vote, the members voted as follows:

- Ms. Andrea Witthoft - absent
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner - yes
- Mr. Michael McMahan - yes
- Mr. Don Patton – absent
- Mr. Randall Rushing - absent
- Mr. John Windings - yes

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

**MOTION NO. 13**

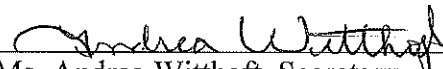
A motion was made by Steve Heisner and seconded by Steven Etter to adjourn at 7:32 p.m.

On roll call vote, the members voted as follows:

- Mr. Don Patton – absent
- Mr. Randall Rushing - absent
- Mr. John Windings - yes
- Ms. Andrea Witthoft - absent
- Mr. Steven Etter, (advisory vote) - yes
- Ms. Cathy Belcher - yes
- Mr. Steve Heisner - yes
- Mr. Michael McMahan - yes

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


Submitted by:

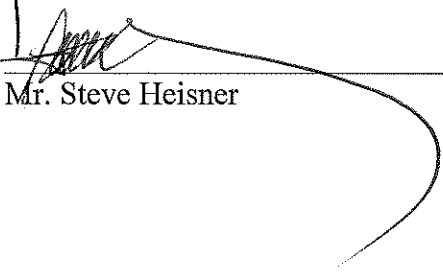
  
Ms. Andrea Witthoft, Secretary

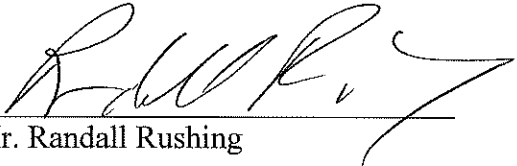
12-2-19  
Date

ATTEST:

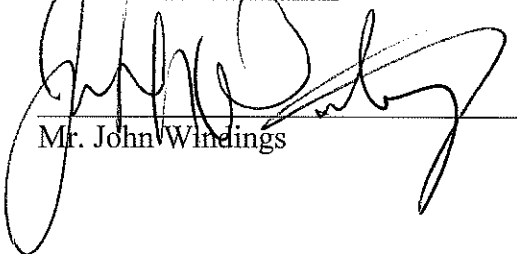
Absent  
Ms. Cathy Belcher

  
Mr. Don E. Patton

  
Mr. Steve Heisner

  
Mr. Randall Rushing

  
Mr. Michael McMahan

  
Mr. John Windings